2006

STIClassroom Win

User Manual

STI

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This manual, which covers material through STIClassroom Win version 9.0, was last modified on January 17, 2006. Any subsequent changes made to the application will be discussed in the release notes that accompany each updated.

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Introduction

Overview

STIClassroom Win is a tool that automates the administrative functions of a teacher's workday.

- The program will transmit student attendance directly to the office in one task.
- The automated Grade Book stores, averages and sends final grades into STIOffice.
- The teacher's records and the office records are combined on a shared system.

The overall result of this program is that it factors the teacher into the entire administrative arena and recovers some non-instructional time typically lost to paperwork.

Two variations of STIClassroom Win are available: the *teacher classroom* version and the *principal's module*. Each version is tailored to fit the specific needs of the user. However, both versions may be installed on a single workstation.

Getting Started

Logging In

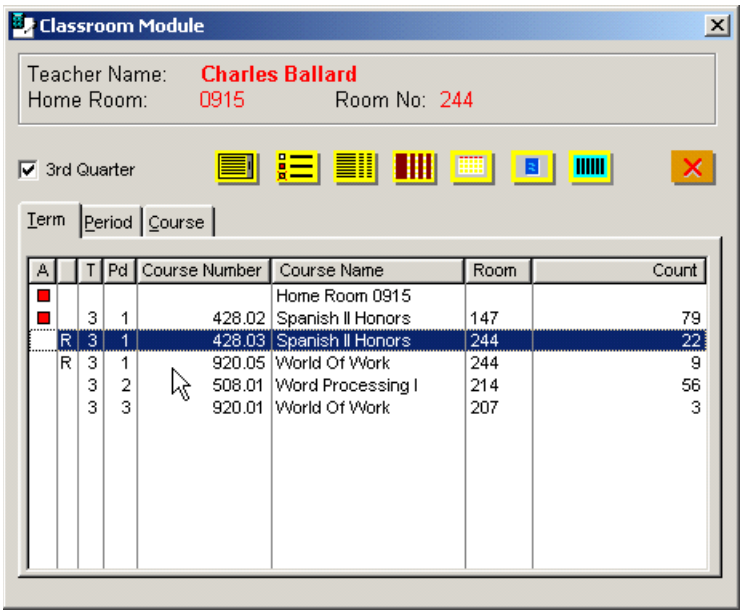
Each user must log in to the program with a User Code and Password, as set up in the employee record in STIOffice.

Password Expiration

STIClassroom Win recognizes the password format requirements and expiration parameters set up in STIOffice. When a user's password nears expiration, a message will be displayed indicating the date of expiration. Based on STIOffice settings, the user will be prompted to change his or her password as the expiration draws closer.

Teacher Desktop

The opening screen of STIClassroom Win, also referred to as the *Teacher Desktop*, gives the teacher a view of his/her schedule and provides many options for creating student records and retrieving information.


Classroom Module
Teacher Name: Charles Ballard
Home Room: 0915 Room No: 244
3rd Quarter
Term
Period
Course
A T Pd Course Number Course Name Room Count
Home Room 0915
3 1 428.02 Spanish II Honors 147 79
R 3 1 428.03 Spanish II Honors 244 22
R 3 1 920.05 World Of Work 244 9
3 2 508.01 Word Processing I 214 56
3 3 920.01 World Of Work 207 3

- After attendance has been posted for any class in the teacher's schedule, a red box will appear next to that class in the *A* column on the left side of the screen.
- If *Day Codes* are in use (for example, schools using Alternating Day scheduling), the user may sort the display of courses according to day code by clicking the appropriate tab above the course list.

Right-click on the desktop to view a pop-up list of the same options that are available above as onscreen icons. Once the teacher has selected in this manner, double-clicking on a class will automatically take the teacher to the last selection. This allows for the teacher to access the most commonly used section simply with a double-click.

Drop-Down Menus

File

- **Lookup Student**: Select this option to view the *Student List* menu, which displays (by default) a list of students in alphabetical name order. This is a listing of ALL students enrolled in the school. To view read-only information about a particular student, scroll down the list to locate the student or type in a specific *Last Name* in the appropriate field and click the *Tab* key.
    - Student List Order: The student list may alternately be ordered by *Student Number*, *Grade* or *Home Room*. Click on any tab to change the list order. Each tab will have its own form of lookup box below the student list, to allow the user to move directly to a particular student record. For instance, when viewing the list in *Name* order, typing *Smi* might move to the first student with a last name of *Smith*.
- When the correct student is highlighted in the list, click any button on the right side of the screen to view the pertinent information for that student. Most of the information boxes that will appear (*Demographics*, *Discipline*, *Schedule*, etc.) contain a (**Printer**) icon. Click this icon to generate a report about the particular type of information for the *selected student only*.
    - The user may print a progress report for the selected student by clicking the **Progress** button within the student's *Grades* menu.
    - To generate a report card for a student, select the student, click the **Grades** button and then click the **Printer** icon below the *Grades* browse box. The *Report Card* setup menu will appear. Discipline reports may also be generated the same way, via the **Discipline** button.
- **Report Modes/System Settings**: Select this option to view the *Report Modes/System Settings* menu, which gives the user access to many advanced reporting tools:
    - After any report has been generated, if the *Use Pre-Destination Dialog* box is checked here, a *Pre-Destination Dialogue* box will appear before the actual printing of the report. This allows the user to choose whether to preview the report or send it directly to the printer; and/or to choose the specific printer for which the report will be formatted (which is not necessarily the printer to which the report will be sent, since this may be changed at the last minute). Clicking the **Select** button invokes the same print dialog as above. If a new printer is selected here, it becomes the default printer for the remainder of the current STIOffice session, unless this printer is "memorized" for this specific report. The user may click **Cancel** to prevent the report from being previewed or printed.

- Disable Printer Select: Check this box to disable the option to choose an alternate printer.
- Enable Save Printer Setup: Check this box to activate the *Printer Setup* tab on the Pre-*Destination Dialog* box. The **Memorize Printer Setup** button links the chosen printer to this specific report, i.e., from this point on, whenever this particular report is generated it will always be formatted for the printer which is currently selected on the *General* tab. Click the **Clear Memorized Printer** button to reverse this process, making the report's default printer the same as the program's default report printer.
- Enable Final Destination: If this box is selected, whenever the user generates a report and clicks on the **Print** button from the report previewer, a *Report Destination* menu will appear. This menu gives the user the options to choose the specific printer to which the report will be sent; to print multiple copies of the report, collate copies, and/or reverse print; to print the report to file; to export the report as text; and/or to archive the report.
- Enable Final Printer: Check this option to hide both the **Select Printer** button and the *Report Destination Dialog* when users generate reports. Only available if *Enable Final Destination* has first been checked.
- Enable 2Up/4Up: Check this option to allow the user to print multiple report pages on a single sheet of paper-either two or four report pages per sheet.
- Disable Page Delete: Check this option to disable the **Delete THIS Page** button in the report preview.
- Maintain Printer Defaults: If using a "memorized" printer, this option allows the printer settings to be changed and later restored to the "memorized" values after printing.
- Alternate Line Shading: Check this box to have the report generator automatically shade *every other line* on reports. This may help users read the report data more easily.
- Do Not Restore Windows Positions: This option is provided for users with the Windows XP Operating System who have trouble with windows growing larger with successive use.

- **Print Setup**: Choosing this option will allow the user to view or change printer routes, paper sizes and sources, and the print Orientation.
- **Change Password**: Choosing this option will allow the user to change his/her password. Add the new password and then type it again in the verification slot. Passwords may contain no more than 15 characters.
- **Message Console**: This option will only appear if the *Teachers Can Send Messages* feature is enabled in Principal's Module. Select **Message Console** to view a list of all other users who may send and receive messages via STIClassroom.
  - Click **Refresh** to refresh the user list (this will bring the list up-to-date and display all users who are currently logged in).

- Select the user(s) to whom a message is to be sent, then click **Write Message**. A dialog box will appear in which the text of the message should be typed.
- **No Replies**: Check this box to prevent any responses to the message from returning. This might be used for mass announcements or other such messages.

Edit Menu

These features are used for cutting, copying and pasting text. This menu is inactive for most functions within STIClassroom.

TakeHome

The *TakeHome* menu is used to create and read student data that is transported to and from school via STIClassroom Companion, a supplemental product to STIClassroom. For more information, see the *STIClassroom Companion* user manual.

Window

The *Window* menu item allows for opened windows to be displayed in cascade or tile format and for icons to be arranged. It will also list each open window.

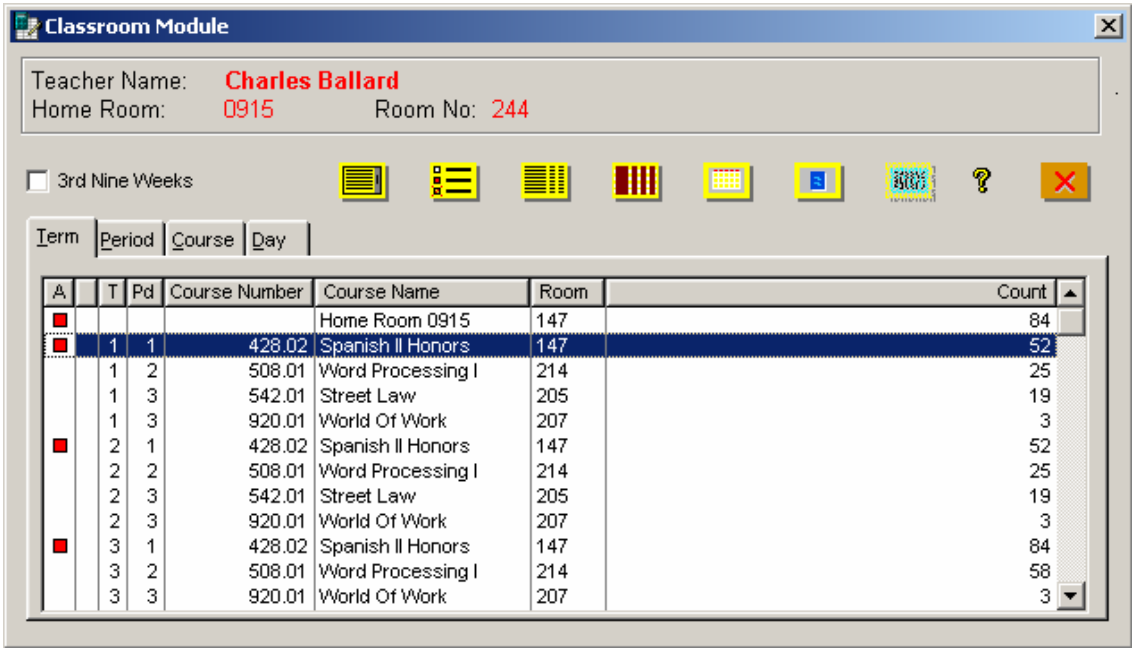
Help

The *Help* items provide access to online Help and offers instructions about using Help.

The **About** item provides information about the application. Occasionally when problems arise, STI Support will ask that the user check this window to verify the location of the program or database, as well as the current file dates and versions for key files. The **Help | About** window is resizable.

STIClassroom Main Menu: Teacher Desktop

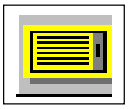
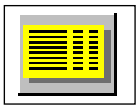
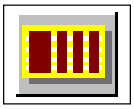
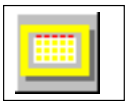
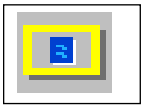
The *Teacher Desktop*, as displayed below, appears after the user has logged on to the program:


Classroom Module
Teacher Name: Charles Ballard
Home Room: 0915 Room No: 244
3rd Nine Weeks
Term
Period
Course
Day
A T Pd Course Number Course Name Room Count
Home Room 0915 147 84
1 1 428.02 Spanish II Honors 147 52
1 2 508.01 Word Processing I 214 25
1 3 542.01 Street Law 205 19
1 3 920.01 World Of Work 207 3
2 1 428.02 Spanish II Honors 147 52
2 2 508.01 Word Processing I 214 25
2 3 542.01 Street Law 205 19
2 3 920.01 World Of Work 207 3
3 1 428.02 Spanish II Honors 147 84
3 2 508.01 Word Processing I 214 58
3 3 920.01 World Of Work 207 3

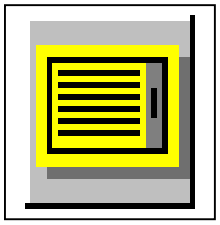
- **Teacher Information**: The teacher's *Name*, *Home Room* and *Room Number* are displayed at the top of the menu. If any information is incorrect, the office should be notified.
- **Term**: STIClassroom defaults to the present term. Verify that the term selected is the proper one. Uncheck the box next to the term to display information for all terms. In the example shown above, the current term is called *3rd Nine Weeks*; this could also appear as *3rd Quarter*, *Quarter Three*, etc. This designation is drawn from the STIOffice System File.
- **Schedule Window**: This window contains the home room and schedule of the teacher who has logged into the program. The information displayed onscreen may be arranged according to *Term*, *Period*, *Course* or *Day* Code (for schools that use alternating day scheduling, for example). All the user has to do is click on the desired tab, and STIClassroom will arrange the information automatically. Note that the room number and student count of each class is displayed.

Be sure that all of the information in the window is correct. Contact STI Support if there are discrepancies.

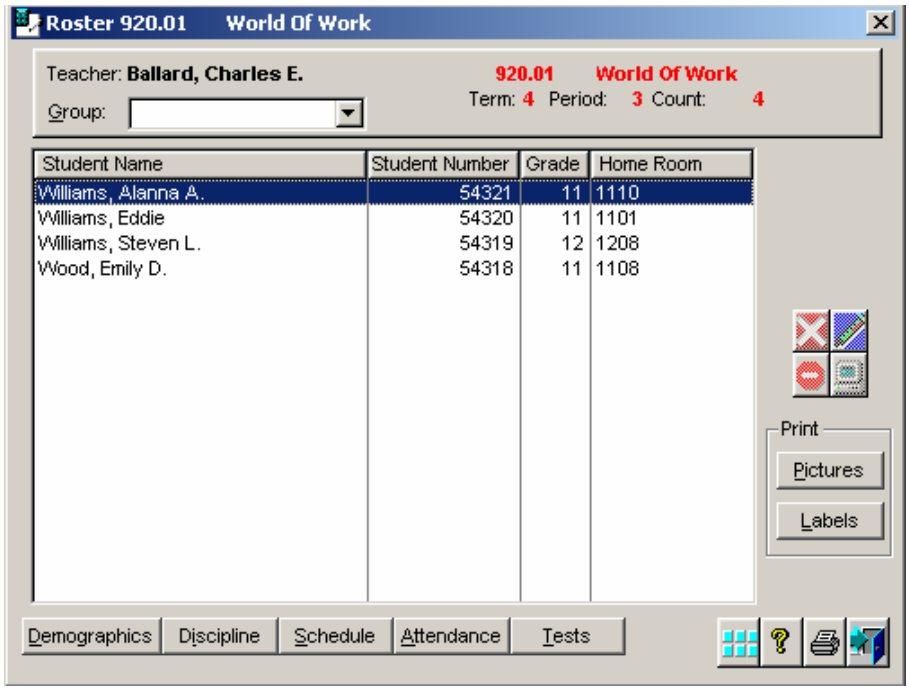
- **Icons**: The icons positioned in the middle of the graphic are the heart of this program. Each has its own particular purpose, but each can do many tasks to save the teacher and the school time and effort. Resting the pointer directly over an icon will cause a pop-up description of the icon's function to appear.

-  Student Class Roster: Clicking on this icon will bring up a menu that contains the class roster of the class or home room that has been highlighted. For more information about this feature, see “Student Class Roster” on page 8.
- Student Attendance Roster: Clicking on this icon will bring the attendance roster of the highlighted class to the screen. For more information about this feature, see “Student Attendance Roster” on page 10.
-  Manual Grade Entry: Clicking on this icon will allow the teacher to enter final grades without going through Teacher Grade Book. It is also possible to add a comment to report cards from this position. For more information about this feature, see “Manual Grade Entry” on page 17.
-  Teacher Grade Book: This icon takes the user to the menu in which grades are entered and averaged. For more information, see “Teacher Grade Book” on page 18.
-  Lesson Planner: This icon takes the teacher to the menu in which lesson plans may be entered. The Lesson Planner is useful for accountability, substitute teacher guidance, and Activity storage. For more information, see “Lesson Planner” on page 37.
-  Textbook Management: This icon will take the user to the menu in which records of textbook assignments for each classroom are kept. For more information, see “Textbook Management” on page 42.
- Skills: Click this icon to enter Skills marks and/or track students based on Skills that have been completed. All Skills must be defined in STIOffice first. For more information about this feature, see “Skills” on page 43.
- Help: Click this icon to view Help information for STIClassroom.
- Click this icon to exit STIClassroom.

Student Class Roster



Select a class in the main menu and click this icon to bring up a roster of the students in the selected class. Various data for each student may be viewed here.



- Leave the *Group* field blank to view the entire class roster. To restrict the display to a particular group of students within that roster, use the drop-down arrow to make the appropriate selection.

Viewing Student Information

Select a student in the roster and then click any of the following buttons:

- **Demographics**: Clicking on this button will allow the teacher to see a read-only account of the student's information. This screen may also be accessed by simply double-clicking on any student in the roster.
- **Discipline**: This button will allow the teacher to see a read-only display of the student's discipline record.
- **Schedule**: This button will allow the teacher to access the student's schedule. It is also possible to access the roster of any class on the student's schedule from here.
- **Attendance**: Select a student and click this button to view the student's attendance history, including All Day attendance and Period attendance where applicable, as well as Check-ins and Check-outs.

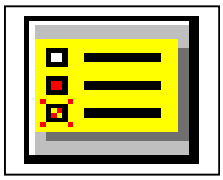
- **Tests**: Select a student and click this button to view testing information for the selected student.
- **Print**: Select the options of either a *Pictures* Roster or Mailing *Labels*.
    - When printing *Labels*, the user may select multiple students in the roster by using the *Ctrl* or *Shift* keys along with a mouse click. Then leave the filter blank after clicking the **Labels** button. This multi-select option will NOT work when printing *Pictures*.
- **Printer icon**: The teacher may choose to generate a *Simple* report, a *Detailed* report, a *Detailed* report with Guardian information, or a *Names Only* report. Check the *Include Contact Info.* box to include student contact information in the report.

Seating Chart

Click the (**Seating Chart**) icon to view a seating chart grid for the selected class. By default, students are arranged in alphabetical order from left to right. New students will have asterisks displayed next to their first names.

- Use the scroll bar on the right side of the *Seating Chart* menu to navigate up and down the seating chart, if applicable. The scroll bar will not appear if the entire seating chart fits in the menu.
- To move any student, click on the student and drag him/her to another box in the seating chart grid. Click the **Save Changes** button to save any modifications.
- To print the seating chart, click the **Printer** icon.

Student Attendance Roster



This is the menu in which the teacher actually takes attendance and posts the information to the office. One of the classes or home room s will be programmed for *All Day* attendance; the other classes will each post *Classroom* (period) attendance. This menu also allows teachers to look up demographic information and schedules of individual students.

The default *Skip Code* is @@@; however, the administrator may select the attendance code that the program is to use to post for skipping students.

When the user clicks on a student who has been marked absent, the description of that student's absence code will be displayed onscreen, just above the *All Day* and *Period* fields in the student list.

- **All Day Attendance and Classroom (Period) Attendance**: Follow the instructions below to take attendance.
- Note that the type of attendance being entered is displayed in the blue bar at the top of the menu. The course number will be listed first, followed by *All Day Attendance* or *Classroom* (Period) *Attendance*.

Before taking attendance, be sure to verify that the date, course, term, period and class count are correct.

- Present: If the student is present, do nothing. However, if all students are present, go under the *Mark* field on the right side of the menu and click the red **All** button. This will tell STIClassroom that all students are present.
- Absent: Absences will only be marked during the period that *All Day* attendance is taken. To mark an individual student absent, simply double-click on that student's name. The red block indicating *Present* will turn white, indicating that the student is *Missing* from class. Once attendance has been posted to the office, an *Absent* symbol will replace this *Missing* symbol. Go to the next absent student and repeat these steps. If all students are absent, go under the *Mark* field and click the **None** button.

After using the **All** or **None** buttons to mark all students *Present* or *Absent*, the user may double-click on any record to change that student's attendance status.

- Tardy: To mark a student tardy, highlight that student's name and click the **Tardy** button under the *Mark* field. The red *Present* block will be replaced by a white block with a red dot in the center, which is the *Tardy* symbol.
- Period Attendance: Period attendance is much like All Day attendance; however, the classroom teacher does not mark

absences. Those students who have been coded absent from home room will appear as absent in the teacher's attendance menu. If any other students are not present, double-click on the student's name and the red *Present* icon will turn white, indicating that the student is *Missing* from class. Note that the *Missing* count in the upper right corner should change to reflect this action.

- Post: When all information has been entered, click the **Post** button to send this attendance record to the office. Any corrections after posting will have to be made through the office.

Once attendance has been posted for a class, a red icon will appear next to that class in the teacher's desktop schedule.

- After posting, the number of absences, tardies, and students who are present will be displayed in the upper right corner of the screen. The *Time* and *Date* of posting will replace the **Post** button.

- **Demographics**: Select a student and click this button to view general information such as guardian, emergency info, etc.
- **Discipline**: Select a student and click this button to view discipline information, such as *Infractions*, *Supplemental Dispositions*, etc.
- **Schedule**: Select a student and click this button to view the student's schedule.
  - **Roster**: After pulling up a student's schedule, select any course and click this button to view a full student roster for the course.
- **Attendance**: Select a student and click this button to view the student's attendance record, including *All Day* attendance history as well as *Period* attendance information.
- **Tests**: Select a student and click this button to view test information.
- **Lunch**: This button only appears in classes (typically, Home Room) in which All Day attendance is taken. Attendance should be entered (but not posted) before entering Lunch information OR while the **Lunch** button is activated. If the user activates the **Lunch** button, enters information, and then clicks the **Lunch** button again, the lunch information will be lost.
  - Click the **Lunch** button and the student list will change to display *Meal Type* information (instead of the *All Day* and *Period* columns) on the right side of the browse box. Select any student and click the down arrow in the *Meal Type* field to make the appropriate selection.

Items to be listed as choices for *Meal Types* must be entered in Principal's Module. For more information, see “Meal Types” on page 65.

- When all information has been entered, click **Post** to send the data to the office. Click **Yes** when prompted to *Post Meal Types also*.
- Items selected for *Meal Types* will now appear in the students' records.

Attendance Reports

Several types of attendance reports may be generated. Click the **Printer** icon in the lower right corner of the *Attendance* menu and choose one of the following report types:

Note: All reports except *Attendance Today* offer a variety of report parameters. The *Select Filter* field will be disabled, however, because the report is automatically assigned to the roster that is displayed onscreen.

Attendance Today Report

This report generates a current-day attendance list for the selected class. A roster of the class will be printed, listing the current day's record and a history of past absences. Students are marked as being *Absent*, *Tardy* or *Missing* if applicable.

No report parameters may be set for this report. It will run as soon as the **Attendance Today** report type is selected.

Monthly Register

This report displays monthly attendance records and totals for each of the students, usually in home room or grade order. The following report parameters may be set:

- **Report Options**
  - **ID To Print**: Click the drop-down list button on the right to select which student ID is to be used on this report.
  - **Report Type**: Click the drop-down list button at right to select either a *Summary* or *Detail* type of report.
    - **Summary**: The *Summary* report will give the attendance summary for the entire home room. The individual student attendance records will not appear.
    - **Detail**: A *Detail* report will print the attendance record by listing the individual students' records. When this report is selected, the *Summary Page* option will appear.
    - **Summary Page**: Check this item to print an additional page for each home room with detailed calculations regarding attendance records.
  - **For Month**: Indicate the beginning and ending months for this report. Users in some states may only choose a single month at a time; if this is the case, only one field will be displayed onscreen.
  - **Vertical Lines**: Choose this option if vertical lines for division and clarity are to be printed.
  - **Corrected**: To identify this report as the corrected one, select this command. No calculations are changed when this option is chosen.
- **Halve (Monthly Attendance Register)**
  - **Days Present**: To include half-day present attendance, select this command.
  - **Days Absent**: To include half-day absences, select this command.

- **ADA/ADM**: To include *Average Daily Attendance* (for students who are *Active*) and *Average Daily Membership* (for all students who are on the roll), select this command.

Illinois Users: Check the **/ And X for Absences** box to display half-day absences as a slash (*/*) and Allday absences as an *X*.

Indiana Users: A day with a calendar code of *X2* will count as half-day.

New Jersey Users: A day with a calendar code of *X2* will count as two days. The user may select which *X2* days to include in the report based on the register that is being generated.

- **Codes To Print**
  - **Select**: Click the drop-down list button on the right to select the source for the codes to be included in this report.
  - **Manual Selection Of Codes**: To customize this report, codes may be selected manually. Highlight the codes to include in this report by single clicking the ones the user desires. Those codes highlighted in blue will be used to generate the report.

In New Jersey only, any attendance code with an asterisk in the *Description* will print on the register, but will not be counted.

- **Print Type Instead of Code**: Check this box to print attendance *Types* rather than *Codes* on the report. Then select each *Code* for which this is to be done.
- **Print**: When all criteria have been entered and the report is ready for printing, click the **Print** button.

Cumulative Absences Report

This utility generates a list of cumulative daily absences, filtered according to specified absence thresholds. The following report parameters may be set:

- **Report Options**
  - **ID To Print**: Use the drop-down arrow to select the type of student ID to use on this report**.**
  - **Starting Date**: Starting Date defaults to the first date of the present school year. Change it to a different date if needed by typing a new date or clicking the Spin Box at right to adjust.
  - **Ending Date**: Ending Date defaults to today's date. Change it to a different day needed by typing in a new date or selecting using the Spin Box.
  - **Report Type**: Bullet either a simple report or a more detailed report.
    - **Simple**: This report prints only the students' names and ID's that were chosen.

- **Detailed**: This report prints names, ID's, DOB, and Absence and Tardy totals, home room s, phone numbers, grades, gender, and race.

- **Student Name Order**: Use the checkbox and select the order that the student's name is to be printed.

- **Print Picture**: Check this item to print student pictures next to their information.

- **Other Options**

  - **Absences**: Select one of the values listed here as criterion for this report (*Greater or Equal to, Less or Equal to*, or *Equal To.* Example: If the user selects *3 Absences* and *Equal to*, the program will look for students who have exactly 3 absences. To print a report with students who have 3 or more absences, the user would select *Greater or = 3*. To select students with 3 or fewer absences, check *Less or = 3*.

  - **Absences**: Input the number of cumulative absences on which this report will be based.

  - **Tardies**: Input the number of cumulative tardies on which this report will be based.

If both the number of absences and the number of tardies have been entered, the program will search for both at the same time. The correct information may not be printed in this case.

- **Codes To Print**

  - **Select**: Use the drop-down arrow at right to select which codes to print on this report.

  - **Manual Selection**: Codes may be selected manually if desired. Set the *Select* option to blank and then click the codes to be used in this printing.

- **Print**: When all criteria have been entered and the report is ready for printing, click the **Print** button.

Period Summary Report

This report provides a summary of attendance by periods or by periods and the schedule. The following report parameters may be set:

- **Report Options**

  - **ID To Print**: Use the drop-down box to select the type of student ID to use on this report

  - **Starting Date**: This field defaults to the current date. Enter a new date if desired, or click the up/down arrows to adjust the date.

  - **Ending Date**: This field also defaults to the current date. Enter a new date if desired, or click the up/down arrows to adjust the date

  - **Show Scheduled Period**: Mainly used for *Alternate Day* scheduling, this will generate a report according to scheduled subjects per period.

- **Number Scheduled Periods**: This option only appears if *Show Scheduled Period* has been checked. Enter the number of periods scheduled per day.

- **Codes To Print**
  - **Select**: Use the drop-down arrow at right to select the codes to be printed on this report.
  - **Code Description**: If the report needs to be customized, click and highlight the codes that are needed. Only those codes selected will be used in generating this report.
  - **Print Type Instead of Code**: Check this box to print the attendance *Type* instead of attendance *Code*.
  - **Print Code Summary**: Check this item to include a summary of the codes by giving the totals by codes.
- **Options**
  - **One Student Per Page**: If the summary of an individual students' period absence is needed, check this command. The report will print one student's period absence record per page. Multiple students may be selected, but each student will have his/her individual report.
  - **Print Totals Only**: When selecting this option, the report will have the student's name and absence totals by period only. This command will not print the schedule.
  - **Print Picture**: If the picture of the individual students needs to be printed, click this command.
  - **Unlisted Info**: To include on the printed report the information that has been identified as *Unlisted*, select this command.
  - **Period O**: Check this option to include period attendance for a class scheduled as period *Zero* (*O*).
- **Print**: When all criteria have been entered and the report is ready for printing, click the **Print** button.

User Records Report

Select this option to generate a user records report. For information about this report, see "User Records" on page 75.

Seating Chart

Click the (**Seating Chart**) icon to view a seating chart grid for the selected class. By default, students are arranged in alphabetical order from left to right.

- Use the scroll bar on the right side of the *Seating Chart* menu to navigate up and down the seating chart, if applicable. The scroll bar will not appear if the entire seating chart fits in the menu.
- To move any student, click on the student and drag him/her to another box in the seating chart grid. Click the **Save Changes** button to save any modifications.
- To print the seating chart, click the **Printer** icon.

User Records

Select a student in the roster and click the **User Records** icon to enter customized student information that has no standard collection method in STIClassroom.

Before any data is entered in **User Records**, certain setup steps must be performed in Principal's Module.

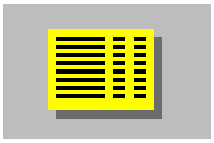
See “User Records (Principal’s Module)” on page 65 for more information on setting up this utility. Note that this section is not available in the *Teachers Only* version of the STIClassroom Win user manual.

- In the *User Records* menu, use the drop-down arrow to select a *Topic*. Then click **Insert** to enter a new record or select an existing record and click **Change** to modify it.
- An *Update Records* menu will appear. Enter the appropriate information in the fields provided and then click **OK** to save.

User Records Report

- To print a User Records report, click the **Printer** icon and set the applicable report parameters:
  - Since the student has already been selected, the *Select Filter* and *Order* fields will be inactive.
  - **ID to Print**: Select the type of student ID to include in the report.
  - **Topic**: Be sure to select the correct *Topic* from the drop-down list. This must be done regardless of which topic is shown onscreen in the *User Records* menu.
  - **Student Name Order**: Select the order in which student names are to appear on the report.
  - **Nickname**: Check this box to substitute students' nicknames (as entered in the system) for their first names, where applicable. Students who have no nicknames entered will not be affected.
  - **Unlisted Info**: Check this box to include phone and address information that has been designated as *Unlisted* on the report.
  - **Heading**: By default, the heading for the report will include the *Topic* name and the word *Report*. However, the user may enter a new heading as desired.
  - **Print**: Click this button to generate the report.

Manual Grade Entry



This menu allows a user who doesn't wish to use STIClassroom Grade Book to manually enter the final grades for a grading period. If entering grades manually, the teacher will have to average the grades manually before entering. This is also the utility to use to edit a final grade that has already been posted by Grade Book.

Grade input is limited to values in the grade scale.

- **Term**: Select the desired term by using the drop-down list in the upper left corner of the menu. The user may only select a grading period that is in the current term.
- **Edit**: Highlight the name of the student who is to have a grade or comment entered. The *Grade Edit* menu will appear. Verify that this is the edit menu for the correct student and correct course for which the grade is to be given, then enter the information for each window block. It is also possible to enter a comment from this position, and the comment may be entered by number as well as selected alphabetically. After all the data has been entered, click **Save** and the record will be posted to the office. To abort the procedure, click on **Cancel** or the **X** in the upper right corner. If grades have already been posted, it is not necessary to re-post here.
  - **Note**: Space is provided for the user to enter a grade note if desired. If the user assigns a note to a grade and then assigns defaults, the note will be copied to all grades.
- **Cycle**: When entering grades for several students or the entire class, checking the Cycle button will speed up the process. When this option is checked, every time a record has been added and saved, the next student's Grade Edit menu will appear automatically.
- **Delete**: Click this button to delete a selected grade.
- **Default**: Click this button to mass-assign grades for the selected grading period to all students in the class. This default grade information may then be changed for specific students as necessary.
- **Delete All**: Click this button to delete ALL displayed grades for the selected grading period. **WARNING**: Once deleted, these grades cannot be restored except via data backup or re-entry.
- **Report Card**: This allows the teacher the ability to print a report card for the **Selected** student (one student only); for **All** students; or for **All** *selected* students. To choose the latter option, do the following:
  - Select multiple students in the list by using the *Ctrl* or *Shift* keys along with a mouse click. Then click the **All** button and set the rest of the parameters for the report.
- **Print**: To print a *Grade Verification Roster*, click on the **Printer** icon in the bottom right of the menu. The following two options will appear:

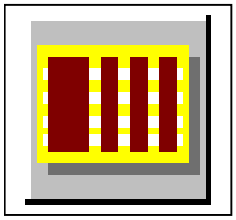
- *Selected Class:* Choose this option to generate a report for the selected class only.
- *All Classes*: Choose this option to generate a report for all classes (that is, all classes that are displayed in the teacher desktop).

Seating Chart

Click the **Seating Chart** icon to view a seating chart grid for the selected class. By default, students are arranged in alphabetical order from left to right.

- Use the scroll bar on the right side of the *Seating Chart* menu to navigate up and down the seating chart, if applicable. The scroll bar will not appear if the entire seating chart fits in the menu.
- To move any student, click on the student and drag him/her to another box in the seating chart grid. Click the **Save Changes** button to save any modifications.
- To print the seating chart, click the **Printer** icon next to the **Exit** icon (within the *Seating Chart* menu).

Teacher Grade Book



The *Teacher Grade Book* utility is used to enter and track grades and class work details for the students. The utility may also be used to print progress reports, check on averages and mid-term grades, view student demographic data, etc. Read the instructions below for the many capabilities of this feature.

Select a class in the list and click the **Teacher Grade Book** icon to view the Grade Book for that class.

Using the Grade Book Menu

- **The menu is resizable**. To change the size, move the mouse to a corner until the standard mouse pointer icon turns into a two-way arrow icon. Click and hold down the mouse button, then drag the corner inward or outward until the menu is the correct size. This setting will be retained when Grade Book is opened in the future.
- **All columns in the Grade Book work area are also resizable**. Click on any column separator line and drag as described above to resize the column.
- **Icons**: Most of the Grade Book icons will remain inactive until the user clicks in a data entry column in the student/grade browse box below. Alternately, the user may right-click in any highlighted data entry column to select any of the functions that are available via the icons.

- **Students who have *Comments*** entered in their records will be listed in blue font.
- **Skills**: If Skills have been linked to the selected class in STIOffice, a field will appear in the middle of the *Grade Book* menu (just above the student list) that will allow the user to select a specific Skill from the drop-down list. Then the user may view students' averages and scores for any Activities that were linked to that Skill.
- **Demographic information** may be viewed for any student by double-clicking on the student's name.
- **Letter Grade Display**: If the scale being used has decimal ranges, the averages used to find letter grades will not be rounded.

Setting Up at the Start of the Grading Period

Selecting the Method of Averaging

- While in Grade Book, click the *GradeBook* drop-down menu in the upper left corner of the STIClassroom screen.
- Select **Class Defaults**. The *Course Default Edit* menu will appear.
- Go to the *Average Method* section and checkmark the method that will be used to average the grades for this course.
- Select any other information to include in the grading report.
- The *Group by Category* will allow the teacher to group Activities by category when displayed within the grade book.

If *Use Weight Mult on Scores Only* is checked, this will force the multiplier to be applied to the score only, rather than to both the score and the value.

- It is not necessary to do anything in the *Posting* section at this point. This will be performed later, when final grades will be sent to the office.
- After entering all applicable information, click **OK** to return to the *Grade Book* menu.

Averaging by Points

Entering Grade Categories

- Click the (**Define Categories**) icon. The *Category List* menu will appear.
- Click the **Insert** button and the *Grade Book Category Edit* menu will appear.
- Enter a description of the Activity category in the Category window (For example, *Tests* or *Vocabulary*).
- Enter the Value, or points, that all Activities in this category will have.
- In the Wt. Mult window, STIClassroom defaults to 1.00, but this may be changed to any weight by entering the new weight here.

- Weight Add: This is where the teacher may add points to an Activity.

Categories may be edited or deleted, as long as they are not referenced by an Activity.

Averaging by Average

Entering categories for *Averages* is the same as entering for *Points*, as described above.

Category Averages

Entering categories for *Categories* is the same except for the percentage. Each category must have a percentage assigned which will count a certain percentage of the total grade. Therefore, before STIClassroom will accept the categories, they must add up to 100 percentage points. The final grade will be calculated using these percentages.

Example

- Major Grades (Essays, Unit tests, etc.) = 34% of the final grade
- Weekly Grades = 33% of the final grade
- Daily Grades = 33% of the final grade

The final average is the average of the averages in each category multiplied by the category weights. Each activity in a single category counts the same.

Category Points

This averaging method allows the teacher to calculate a final grade based on the averages of the points within a category rather than the points.

Example

- Major Grades (50%): If the total points for this category are 1000 and the student earns 800 points; the average is 80. If Major Grades has been set to count 50% of the total, the computer will calculate the grade making the 80 points count for 50% of the final grade.
- Weekly Grades (25%): If the total points for this category are 500 and the student earns 500, he has 100% of the total; the average is 100, but if Weekly Grades has been set for 25%, the 100 points will count only 25% of the final grade.
- Daily Grades (25%): If the total points for this category are 400 and the student earns 200, he has earned 50% of the 400; the average is 50, but if the Daily Category has been set at 25%, the 50 points will only count 25% of the final grade.

Entering Activities for All Averaging Methods

- Click the (**Define Activities for this Grading Period**) icon. The *Activity List* menu will appear. This feature may also be accessed from the drop-down *GradeBook* menu.

- Click on a tab to view the list of Activities according to the *Order Entered*, *Date* or *Category*. The date in which items are displayed depends on the order selected in **Class Defaults**.
- Click the **Insert** button to add an Activity for the selected class.
  - Accept the default of the current date or type in a new date.
  - Use the drop-down arrow to select the *Category* under which this Activity will fall.
  - Enter a description of the Activity. For example, if *Vocabulary* were chosen, the Activity might be *Unit #3 Practice*.
  - The *Value*, *Wt. Mult.*, and *Wt. Add* will default to the settings entered when the category was defined. However, it is possible to change these values here for this individual Activity.
  - Enter any teacher notes about this Activity in the space provided.
  - Skills Addressed in this Activity: This browse box will be displayed only if Skills have been linked to the selected class in STIOffice. Use this item to link specific Skills to the Activity. Perform the following steps to do this:
    - Click **Insert**. The *Select Skills* list will appear.
    - Select the Skill(s) to link to the Activity and then click the **Add** button.
    - Move to Lesson Plan: Check this box to move the details of the Activity and any linked Skills to a Lesson Plan record for the *Date* of the record.
    - When all information has been entered, click **OK** to return to the *Activity Lists* menu.
  - Repeat the above steps for all Activities, then click the (**Close**) icon to return to the *Grade Book* menu, or continue to work with the Activity List features described below.
- **Weights**: Click this button to change the *Weight Multiplier* for groups of Activities.
- **Reset**: Click this button to set all weights to *1*.
- **Export**: Click this button to export Activities for use in other instances of the course.
  - A message will appear prompting the user to select the Activities for export; click **OK**, then choose the desired Activities.
  - Click **Export** again to process the Activities.
- **Import**: Click this button to view a list of previously exported Activities for importation into the current class.

Note: Teachers may view Activities exported by any other teacher. This feature must first be activated in Principal's Module, under **Classroom Setup** | *Access and Defaults* tab.

- A *List of Activities for Import* will appear. Click on the appropriate tab to view these items by *Order Entered*, *Date* created, or *Category* type.
- Select the Activities to be imported and then click the **Import** button. The *Import Setup* menu will appear.
- Use the drop-down menu to select the *Date Options*. This will determine the date used for the *Orig Date* of the Activity.
- If Category Doesn't Exist: Select the action to take if the imported Activities category is not defined.
- Check the *Import Skills if Linked* box to import all Skills that are linked to imported Activities.
- Click **Apply** to import the Activities.

- Copy Activities from one class to another to save time and avoid repeating tasks. For more information, see "Copy Activities" on page 33.

Entering Scores/Grades for Activities for all four methods of grading

- Click in the column under the Activity for which grades are to be entered. All the grayed-out icons should become active.
- Click the (**Enter Scores Down This Column**) icon. The *Column Entry* menu will appear, with a roster of the students in the class. Make sure the correct *Activity* is listed onscreen.
- Place the cursor in the *New* column and enter the grade for the corresponding student and click the **Enter** key.
- To assign the same grade to all the students, type the grade for one student and click the **Fill** button, INSTEAD of clicking the **Enter** key. If there are any grades already displayed below the one selected, the user will be given the option to overwrite any of those values.
- To drop all scores that have been entered, click the **Drop** button. The scores will continue to be displayed onscreen, but an asterisk will indicate that they have been dropped.
- Click **Undrop** to undo the Drop procedure.
- Click **Save** when all grades have been entered.
- It is possible to edit grades that have been entered by performing all the steps above; however, the scores will now be listed in the *Current* column. Place the edited score in the *New* column and click **Save**.

Editing Grades for all four methods of grading

Double-clicking on a student's score will automatically take the teacher to **Edit**. Clicking twice on the date of an Activity automatically edits that Activity. The date is retained from the previous Activity edited. Clicking the *CTRL* key while in any field will copy the value from the previous Activity edited.

- Highlight the name and score of the student's grade to be edited.

- Click the (**Edit Selected Score**) icon. The *Score Edit* menu for that student will appear.
- Enter the new grade in the window (Check to make sure this is the correct student and correct Activity).
- Enter a comment about the edit, if desired.
- Click **OK** when all information has been entered.
- Print this Activity and others by selecting **Print Grade Book** under the *GradeBook* drop-down menu.
- Cycle Student: Checking this option allows continuous entry of Activities for that student.
- Cycle Activity: Checking this option will cycle through all students for this Activity.

Entering Comments

- Highlight the name of the student who is to receive the comment.
- Click the (**Enter Comments**) icon and the *Comment* menu for the selected student will come into view.
- Type in the *User Number* if needed. This is an optional sorting tool that may be used in Grade Book. The number can be changed here. This number may remain the same all term or it may be changed as the user desires.
- Enter a *Comment* to be included for this student or click the **Lookup** button to select a pre-entered Comment.
  - When the **Lookup** button is clicked, the *Teacher Notes* menu will appear. Choose a Comment and click **Select**, or click **Insert** to add a new Comment to the list.
- Click the *Assign to All Students* box to give the selected Comment to all students in the roster.
- Click **OK** when finished.

Printing Selected Student's Progress Report

- Select a student and click the (**Print Selected Student's Report**) icon.
- **Report Options**: Select the information to include in the report.
  - Select *Picture* to include the student's picture on the report.
  - Select *Teacher Note* to include teacher notes on each report. A *Select a Note* menu will appear after **Print** has been selected. The teacher may then enter a new comment or select from a previously entered note.
  - Select *Parent Signature* to include a line on which a parent can sign.
  - Select *Course Comment* to print a comment that was entered via the **Edit Selected Score** utility.

- Select *Average Only* to print the course average only- no Activity grades will be included.
- Select *Total Points* to display the total points earned as well as the total points possible.
- Select *HR Teacher Name* to include the name of the student's home room teacher.
- Select *Student Address* to include the student's address on the report.
- Select *Class Average* to include the student's overall class average on the report.
- Select *Category Averages* to display Category Averages, if applicable.
- Select *Letter Grade* to include the average letter grade in the report.

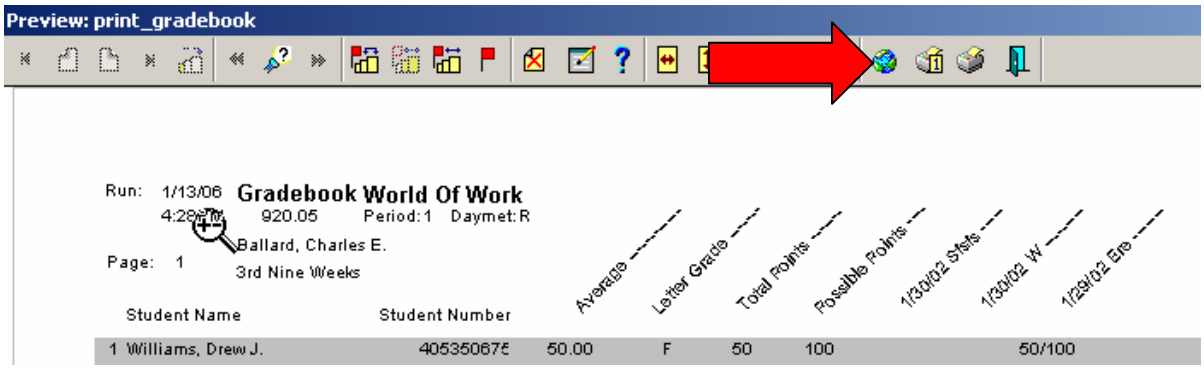
- **Average Filter**: This option should not be used when printing the progress report for a single student. Fields are provided here to allow the user to print progress reports for groups of students whose averages fall within a specified range.
- **Attendance Codes**: Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- **Daily Attendance Included**: Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- **Period Attendance**: Check this box to include period attendance in the report.
- **ID to Print**: Use the drop-list to select the type of student ID to print on the report.

Printing Gradebook Information

- Click the (**Print Gradebook**) icon to generate a Grade Book report.

Note: When printing the Grade Book, the user may restrict the report to selected students by choosing a range of names in the student list and using the *Ctrl* or *Shift* keys along with a mouse click (the student names will appear faintly highlighted). Then click the **Print Gradebook** icon. Click **Yes** when prompted to print the grade report for the selected students only.

- View the Print Preview.
- Click the **Printer** icon to print or click the icon to cancel printing.
- Exporting Reports: In the Grade Book *Print Preview*, the user will see a **Globe** icon in the toolbar.



- Click this icon to export the report to an *HTML* or *RTF* file. The user may name the report, select the directory in which the report is to be saved, and indicate whether he/she would like to launch the registered viewer for the file type.

Printing Progress Reports for the Entire Class

- While in Grade Book, select the **Reports** drop-down menu.
- Select **Print Class Progress Reports**. The *Class Progress Report* menu will appear.
- **Report Options**: Select the information to include in the report.
  - Select *Picture* to include student pictures on the report.
  - Select *Teacher Note* to include teacher notes on each report. A *Select a Note* menu will appear after **Print** has been selected. The teacher may then enter a new comment or select from a previously entered note.
  - Select *Parent Signature* to include a line on which a parent can sign.
  - Select *Course Comment* to print a comment that was entered via the **Edit Selected Score** utility.
  - Select *Average Only* to print the course average only- no Activity grades will be included.
  - Select *Total Points* to display the total points earned as well as the total points possible.
  - Select *HR Teacher Name* to include the name of each student's home room teacher.
  - Select *Student Address* to include the address of each student on the report.
  - Select *Class Average* to include the overall class average on the report.
  - Select *Category Averages* to display Category Averages, if applicable.
  - Select *Letter Grade* to include the average letter grade in the report.
- **Average Filter**: Check this box to restrict the report to include only students whose averages fall within a specified range. Then enter the low and high ranges in the fields provided.

- **Attendance Codes**: Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- **Daily Attendance Included**: Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- **Period Attendance**: Check this box to include period attendance in the report.
- **ID to Print**: Use the drop-list to select the type of student ID to print on the report.

Printing a Progress Report for a Student's Complete Schedule

- Highlight the student whose schedule progress report is to be printed.
- Click the **Print Selected Student's Progress Report in All Classes**) icon. The *Student Progress Report* menu will appear.
- Select the grading period for this report. STIClassroom defaults to the present grading period, but this may be changed if desired.
- Select the student ID to use.
- Check the *Averages Only* box to print a simple report that contains only averages and the items checked below.
- Check *Combined Averages* to include an average for all of the classes.
- Select the *Starting* and *Ending Dates* for this report; STIClassroom defaults to the dates of the present grading system, but this may be changed.
- Check any, all, or none of the items to be included on the report:
  - Student Picture
  - Letterhead: A space will be left for the letterhead to fill.
  - Announcements
  - Round Averages: This will average numerical grades to the nearest whole number for display purposes.
  - Counselor: Print the names of student counselors.
  - Include Comment: This will include comments added via the **Comment** icon.
  - Activities by Category: Activities will be grouped by category.
  - Category Averages - Categories averages will be displayed, if used.
  - Parent Signature: Provides a line on the printout for a parent's signature.
  - Current Teacher Only: Information on the report will be only for the teacher currently selected in Grade Book.

- **Attendance Codes**: Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- **Daily Attendance Included**: Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- **Period Attendance**: Check this box to include period attendance in the report.
- **Failing Message**: Check this box to include failing messages on the report for any student whose average is lower than the figure specified here. Type in the failing message as it should appear on the report.
- **Average**: Check this box to print a report for a student with one or more averages in a range. Enter the high and low figures in the spaces provided.
- **Letter Grades**: Check this box to show letter grades instead of number grades. Then use the drop-down list to select the *Scale to Use* for converting number grades into letter grades. Check the *Letter and Number Grade* box to include both letter and number grades in the reports.

If the user is printing letter grades and the course has a scale defined in the Master Schedule, that scale will be used.

- When all criteria have been entered and the report is ready, click the **Print** button to generate the report.

Printing Class Worksheet

Select this option to print a class worksheet in grid format.

- Select up to eight *Activities* to include in the worksheet. Then choose the Report Options to include. Right-click anywhere in the *Activities* list to Select All Activities.
- **Student ID**: Choose whether to print students' *Names*, student *Numbers* or *Both*.
- **Print Lines**: Select whether to print *Vertical* lines, *Horizontal* lines, or *Both*.
- **Single Line per Student**: Check this box to print one line per student.
- **Landscape**: Check this box to print in *Landscape* format (left-right, as opposed to the default format, Portrait, which is orientated up-and-down).
- **No Lines**: Check this box to remove all separating lines from the report. This will make the report look less like a grid.
- Check the respective box(es) to print Student Averages, average Letter Grade, Student Scores, Blank scores only or course Comments.

Printing Missing Grades

- While in Grade Book, select this option under the **Reports** drop-down menu to generate a list of missing grades in order by *Student* or *Activity*.
- **Count 0's as Missing**: Check this option to count any score of zero as a missing grade.

Printing Problems

Some printers print in the normal size and some print in a very small size. There are two probable solutions:

- Go to the *Properties* of the printer and select the *Graphic* tab. Verify that the DPI is either 300 or 600.
- Go to the computer desktop and right-click, then select **Properties** and check **Screen Resolution**. If it is 600\480, change it to 800\600 or vice versa.

If the gray lines print from some printers and do not print from others: This is not an STIClassroom problem. If one computer prints the lines, the program is working. Check the individual computer and verify that all information is in sync under *Properties*.

Posting Grades

Some principals will allow teachers to post to previous grading period from the current one. If this option is allowed, the teacher can post to *Grading Period 1* from *Grading Period 2* and so forth. This will allow teachers to maintain totals over a longer period of time, but this also requires teachers to make sure they are posting grades into the correct grading period.

Follow these directions to post grades:

- The administrator should first set up class defaults as described in the "Posting Options" on page 56.
- Click the (**Post Scores to SSTS**) icon.
- If all the information on the *Post Grades* menu is correct, click the **Post** button. Click **Cancel** to exit without posting.

Grades will NOT be posted for students who have no activities.

Viewing a Student's Schedule

- Select the student whose schedule is to be viewed.
- Click the (**Student Schedule**) icon. The student's schedule will appear.
- Click the **Roster** button to view a roster for any class in the student's schedule. Additional information is available for all other students in the roster.

Viewing a Student's Demographic Information

- Select the student whose demographic information is to be viewed.

Note: Teachers must be granted access to demographic information in the Principal's Module in order for this data to be available.

- Click the (**Student Demographics**) icon and the student's demographic data will appear. Alternately, you may double-click on the student's name.
- Click on any tab to view the desired information (*Personal Info*, *School Info*, *Guardian*, etc.).

Viewing a Student's Discipline Information

- Select the student whose discipline information is to be viewed.
- Click the (**Student Discipline**) icon and any infraction details and actions will be listed onscreen.

Viewing Student Test Information

- Select the student whose test information is to be viewed.
- Click the (**Student Tests)** icon and any test details will appear onscreen.

User Records

Select a student in the roster and click the (**User Records**) icon to enter customized student information that has no standard collection method in STIClassroom.

Before any data is entered in **User Records**, certain setup steps must be performed in Principal's Module. See "User Records" on page 65 for more information on setting up this utility. Note that this section is not available in the *Teachers Only* version of the STIClassroom Win user manual.

- The user may select to access user records created in either *Classroom* or *Office*. For further details, see "User Records in STIOffice and STIClassroom" on page 65.
- In the *User Records* menu, use the drop-down arrow to select a *Topic*. Then click **Insert** to enter a new record or select an existing record and click **Change** to modify it.
- An *Update Records* menu will appear. Enter the appropriate information in the fields provided and then click **OK** to save.
- To print a User Records report, click the **Printer** icon and set the applicable report parameters:
  - Since the student has already been selected, the *Select Filter* and *Order* fields will be inactive.

- **ID to Print**: Select the type of student ID to include in the report.
- **Topic**: Be sure to select the correct *Topic* from the drop-down list. This must be done regardless of which topic is shown onscreen in the *User Records* menu.
- **Student Name Order**: Select the order in which student names are to appear on the report.
- **Nickname**: Check this box to substitute students' nicknames (as entered in the system) for their first names, where applicable. Students who have no nicknames entered will not be affected.
- **Unlisted Info**: Check this box to include phone and address information that has been designated as *Unlisted* on the report.
- **Heading**: By default, the heading for the report will include the *Topic* name and the word *Report*. However, the user may enter a new heading as desired.

- **Print**: Click this button to generate the report.

Student Attendance

Select a student and click the icon to view an attendance profile for that student.

- Click the **Sort Ascending by Date** button to reverse the order in which the attendance records are listed.

To print this information in report form, click the printer icon in the bottom right corner of the screen and enter the following report parameters:

- **Select Filter** and **Order**: Leave these fields blank. The report will be generated for the selected student only.
- **Report Options**
  - **ID To Print**: Click the drop-down list button at right to select a student ID for use with this report.
  - **Include**: Select the types of information to be printed on this report. For a fuller description of each option, rest the mouse cursor over the text (for example, anywhere in the line that reads *Daily Attendance*) until the popup caption appears.
- **Show Scheduled Period**: If Partial Day codes are in use and this option is selected, the students' absences by scheduled periods (classes) will be shown, rather than the students' attendance periods.
- **Terms**: Check all the terms to include on the report.
- **Summer School**: Check this box to include the summer school term on the report.
- **Codes To Print**
  - **Select**: Use the drop-down arrow to select the types of codes to include in this report.
  - **Manual Selection**: To customize the report, leave the *Select* field blank and highlight individual codes by clicking each one. Only highlighted codes will be included.

When all options have been entered, click **Print** to generate the report.

Seating Chart

Click the (**Seating Chart**) icon to view a seating chart grid for the selected class. By default, students are arranged in alphabetical order from left to right.

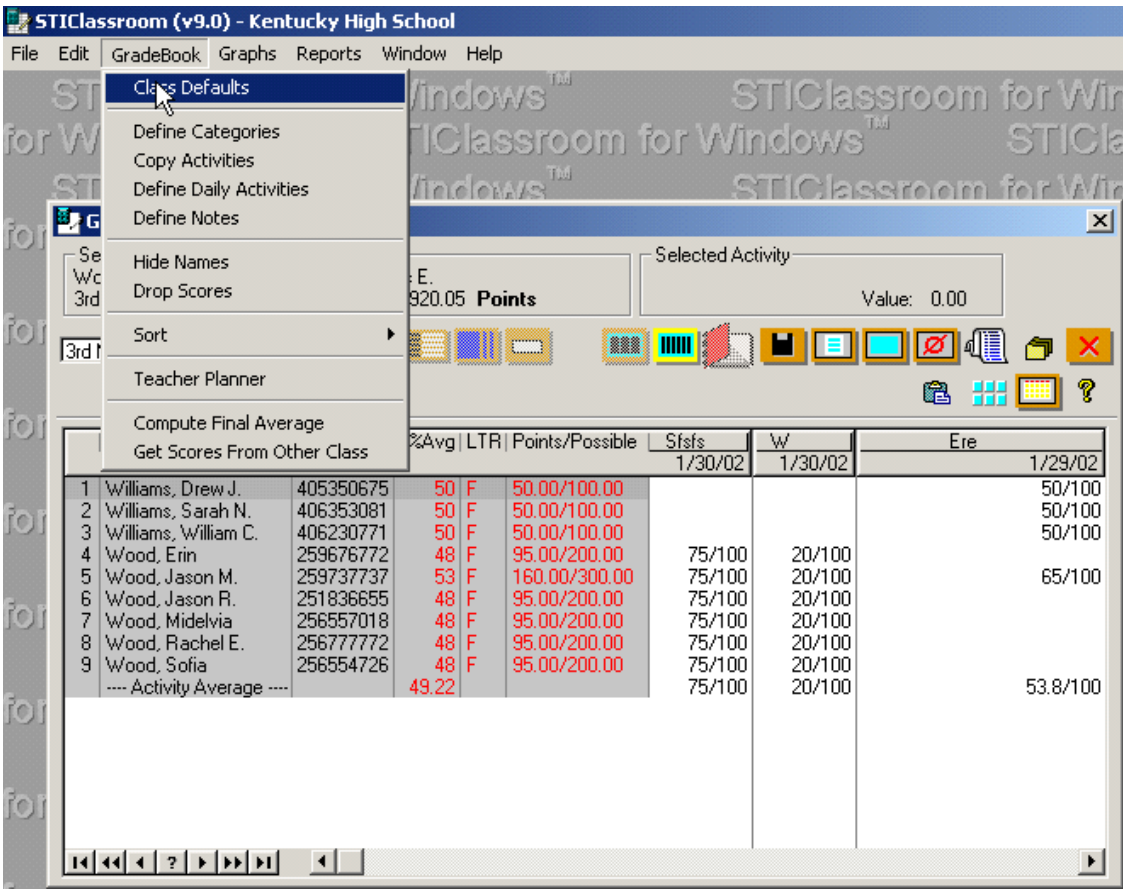
- Use the scroll bar on the right side of the *Seating Chart* menu to navigate up and down the seating chart, if applicable. The scroll bar will not appear if the entire seating chart fits in the menu.
- To move any student, click on the student and drag him/her to another box in the seating chart grid. Click the **Save Changes** button to save any modifications.
- To print the seating chart, click the **Printer** icon.

Viewing the Teacher Planner

- Click the (**Teacher Planner**) icon to enter the Lesson Planner. See "Lesson Planner" on page 37 for information about this utility.

GradeBook Drop-down Menu

The **GradeBook** drop-down menu is displayed at the top of the screen whenever Grade Book is open.



The following options are available here:

Class Defaults

Select this option from the drop-down menu to view the *Course Default Edit* menu.

When entering class defaults for the first grading period of a class, the user is given the option of copying those class defaults to all other grading periods in the selected term.

- **Grading Period**: Grade Book displays the most recent grading period here.
- **Course #** - The course and section number for the selected course is displayed here.
- **Average Scale Weight**: To add points to the final averages of all of the students in the selected course, insert the number of points here.
- **Activity Sort Order**: Select whether to sort Activities in *Date Ascending* or *Date Descending* order. Check the *Group by Category* box to group the Activities by Category.
- **Average Method**
  - **Points**: To use the *Points* method for calculating the final course grade in the selected course, check this item. The Points method controls the weighting of Activities based upon the number of points each Activity is worth. Activities with greater weight have a higher point value. The final course average is calculated by totaling the total number of points for a student, and dividing that total by the number of Activities possible.
  - **Average**: To use the *Average* method for calculating the final course grade in the selected course, check this item. The Average method assigns equal weighting to all Activities by assigning a value to each Activity of 100 percentage points. The final course grade is calculated by totaling all averages and dividing by the total number of averages possible.
  - **Category**: To assign weighting to Categories, check *Category (Pts)* or *Category (Av)* as appropriate. All grades in Activities are inflated or reduced based upon the weighting assigned to each Activity category.
  - **Include Previous Grading Periods**: Check this box to include selected *Activities* from all previous grading periods in the current running average. This will allow the user to keep a cumulative average without keeping all Activities in one grading period. When this option is selected, the relevant averaging details (the *Method* and *Weights*) from the current grading period are used. If this option is not selected, only Activities from the current grading period will be included.
- **Include Withdrawn Students**: Check this box to continue to display withdrawn students in the list.
- **Auto Display Current Grading Period**: Check this box to set Grade Book to automatically display the most current grading period on startup.

- **Use Weight Mult on Score Only**: Check this box to force the multiplier to be applied to the score only, rather than to both the score and the value.
- **Print Class Averages On Progress Reports**: Check this box to display the class average for each Activity on student progress reports.
- **Use Grade Translation Table**: Check this box to use the grade translation table when entering grades.
- **Show Nickname Instead of Formal Name**: Check this box to substitute students' nicknames (as entered in the system) for their first names, whenever applicable, in *Grade Book*, *Skills* and *Manual Grade Entry*. Students who have no nicknames entered will not be affected.
- **Display Previous Grading Period Grades**: Check this box to display student averages posted from previous grading periods for the selected course.
- ***Display Total Points**: Check this box to display each student's total points and the number of points possible.
- **Round Displayed Average**: Check this box to display each student's numeric average as a whole number.
- ***Display Letter Grade for Average**: Check this box to display corresponding letter grades next to each student's current average.

*The *Display Total Points* setting is inherited by reports. For example, if the user chooses to display letter grades and possible points in Grade Book, these values will display when the Grade Book, Class Progress and other reports are printed.

- **Skills Scale**: This scale, which is used to calculate marks from activities, will only be displayed if Skills are used. Select the scale that is to be used to calculate skills marks. To view the scale, click the **Ellipsis** button to the right of the drop-down arrow.
- **Comment Entry By**: Select a comment entry preference to use in manual grade entry, if applicable. Choose either comment *Number* or comment *Description*.
- **Averages Updated**: This field displays the most recent date and time on which student averages in the selected class were updated.
- **Grade Posting**: Select up to three grades that will be posted at the end of the current grading period, along with the heading for each grade.

Define Categories

This feature is described in the section "Entering Grade Categories" on page 19.

Copy Activities

Use this utility to copy Activities that have already been entered into one class over to another.

- In the main menu, select the course with no Activities and click the (**Grade Book**) icon. In the *GradeBook* drop-down menu, select

Copy Activities. The *Copy Activities* menu will appear, with the selected course listed in the *Copy To* field.

- In the *Copy From* field, use the drop-down arrow to select the class from which the Activities are to be copied. All Activities entered for that class will be listed in the lower right window.
- Highlight each Activity that is to be copied and click the **Copy Activity** button, located between the *Copy To* and *Copy From* windows. This button consists of an arrow pointing to the left. All selected Activities should appear in the *Copy To* window, in red font.
- To copy ALL Activities from one class to another, click the **All** button and then click the **Copy Activity** button.
- To undo the **All** selection, click the **None** button- but this must be done before the **Copy Activity** button is clicked; otherwise the user must remove Activities from the *Copy To* field by selecting them and clicking the **Remove Copied Activity** button.

Once Activities have been copied from a class, the user may then select **Auto** when copying Activities from that class to any other class. All the previously copied Activities will become highlighted. The user may then choose to copy all the selected Activities; some of them; or none of them, by using the instructions above.

- Check the *Copy Categories* box to copy categories along with Activities.
- Click the **Save** button to complete the copy procedure.

Define Daily Activities

This feature is described in the section "Entering Activities for All Averaging Methods" on page 20.

Define Notes

This utility allows the user to enter notes or comments that may be stored and used over and over again by pasting to a record.

- Go to the drop-down menu and select **Define Notes** under *GradeBook*. The *Define Notes* menu will appear.
- Click the **Insert** button and the *Grade Book Note Edit* menu will appear. Type in the desired comments and click **OK**.
- Repeat the instructions above for each note. The comments will be stored where the teacher may access them for placing on individual records.

Hide Names

Select this option to toggle on/off the display of student names in the Grade Book work area. The user must enter the administrator password to perform this function.

If the **Print Gradebook** command is selected when names are hidden, the Grade Book will be printed with no student names listed.

Drop Scores

This utility allows the user to drop certain scores without having to search through the grade book manually.

- Go to the *GradeBook* drop-down menu and select **Drop Scores**.
- Click on one, two, or all three of the options and STIClassroom will perform the procedure for the class/student that was selected.
- Number of Scores: Select the number of these scores, per student, which are to be dropped.

Sort

This utility gives the user the option of arranging the student names in the class roster in any of the formats listed.

- If *By Random Numbers* is chosen, the names will be displayed in a different order every time the teacher enters the Grade Book.
- If *By Selected Activity* is chosen, the names will be listed in descending order by result of selected activity.

Teacher Planner

This feature is described in the section "Lesson Planner" on page 37.

Compute Final Average

Use this read-only feature (no student data is actually modified) to calculate the grade average that a selected student must maintain to earn a specific final grade. The utility will draw posted grades from previous grading periods while displaying the student's current running *Final Average*. The user would then adjust the *Weight* that is to be given to the previous grades, which will in turn cause the student's *Final Average* to raise or lower. Once the correct *Weight* is set, the *Current Average* may be raised or lowered to view the resulting *Final Average*.

Compute Final Average cannot be used until grades have been posted for a grading period prior to the current grading period.

Following are step-by-step instructions for this feature:

- Select a student in Grade Book and then click **Compute Final Average** in the *GradeBook* drop-down menu. The *Calculate Course Average* menu will appear.
- The student's average (*Score*) for the previous grading period will be displayed in the browse box. The weight to be applied to this figure will default to *1.00*; this value may be changed if necessary by clicking in the *Weight* field and manually changing the number. The *Weight* here refers to the weight that will be used when applying the average for this grading period to the *Final Average* for the year.
- Use the spin box to select the correct *Weight* to use for the student's *Current Average* when applying it to the *Final Average* for the year. If a 0 (zero) is entered as the weight for a grade, the averaging formula will be limited to the specific term or semester.
- Exempt Students: A different formula may be created for exempt students. Enter an exempt weight in the *If Exempt* box(es) if desired.

Space is also provided to enter *Exempt Marks*, which will indicate when a student is exempt from a grade.

- Use the spin box to adjust the *Current Average* as necessary. The *Final Average* will either raise or lower until it reaches the desired result. Once the *Final Average* has the correct value, the user will know that the grade listed in the *Current Average* field is the minimum grade necessary for the student to achieve the selected *Final Average* for the year.
- When finished, click the **Exit** icon to return to **Grade Book**.

Get Scores from Other Class

This utility is used to move Activities for a selected student from one section of a class to another section, in the event that the student moves (via a schedule change in STIOffice) from one section to the other.

Get Scores from Other Class only functions when the selected student has scores in more than one section of the same course.

Perform the following steps to use this feature:

- Select a student in Grade Book and then click **Get Scores from Other Class** in the *GradeBook* drop-down menu. The *Move Scores from Dropped Class* menu will appear.
- Activities from the prior section will appear in the upper browse box of the menu. There are two ways to copy Activities to the new section:
  - To move one Activity at a time, select it in the list and click the **Down Arrow** icon.
  - To move all Activities with matching *Date* and Category descriptions, click the **Auto Move** button.
- Exit when finished.

Graphs Drop-down Menu

The user may print a graph of students' grades while in Grade Book by selecting the **Graphs** drop-down menu and choosing the type of graph to print.

Reports Drop-down Menu

The following reports may be generated here:

- **Print Gradebook**: See the section “Printing Gradebook Information” on page 24 for information about this report.
- **Print Class Progress Reports**: See the section “Printing Progress Reports for the Entire Class” on page 25 for information about this report.
- **Print Class Worksheet**: Select this option to print a class worksheet in grid format.
  - Select up to eight *Activities* to include in the worksheet. Then choose the Report Options to include. Right-click anywhere in the *Activities* list to Select All Activities.

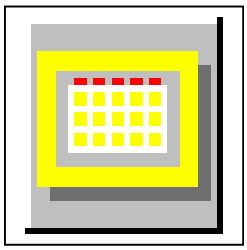
- Student ID: Choose whether to print students' *Names*, student *Numbers* or *Both*.
- Print Lines: Select whether to print *Vertical* lines, *Horizontal* lines, or *Both*.
- Single Line per Student: Check this box to print one line per student.
- Landscape: Check this box to print in *Landscape* format (left-right, as opposed to the default format, Portrait, which is orientated up-and-down).
- No Lines: Check this box to remove all separating lines from the report. This will make the report look less like a grid.
- Check the respective box(es) to print Student Averages, average Letter Grade, Student Scores, Blank scores only or course Comments.

- **Print Missing Grades**: Select this option to generate a list of missing grades by student or activity.
- **Print Progress Reports (All Classes)**: See the section "Printing a Progress Report for a Student's Complete Schedule" on page 26 for information about this report.
- **Print Student Lesson Plan**: See the section "Printing Lesson Plans" on page 41 for information about this report.

Note: When this report option is chosen here, the lesson plan report will be printed for a selected student only. When the option is chosen via the **Printer** icon in the *Lesson Planner* menu, the report will include the teacher's entire lesson plan (within the parameters of the report options selected).

- **Print User Records**: See the section "User Records Report" on page 16 for information about this report.

Lesson Planner



This utility provides a fast, efficient means for creating and maintaining lesson plans. The plans are easily entered and accessed.

There are five main sections of the *Lesson Planner* menu:

- The *Lesson Plan Calendar*, in the upper left corner, allows the user to click on any day of the month to view the planner menu for that day. The current date and month is selected by default when the lesson planner is opened, but the user may scroll backward or forward throughout the year. The date selected here will determine other information that the user will see onscreen.

- The *Lesson Plan* browse box, which is the large white field on the upper right side of the menu, displays any lesson plans that have been entered for the selected day. Check the *Weekly* box above this field to display all lesson plans for the week in which the selected day occurs. This setting will be retained between STIClassroom sessions.
- The *Lesson Plan Detail* browse box is located directly below the *Lesson Plan* browse box. Here the user may click on any tab to view details of the selected plan.
- The *Unit or Chapter* browse box, located on the middle left side of the screen below the *Lesson Plan Calendar*, displays the unit or chapter that corresponds with the selected date.
- The *Terms* browse box, located at the bottom left side of the screen below the *Unit or Chapter* browse box, displays the date ranges for all terms comprising the current year. Click on any range to move to the month of the starting date of the term.

Entering Lesson Plan Data

- In the STIClassroom main menu, select the class for which the lesson plans are to be made.
- Click the **Lesson Planner** icon. The *Lesson Planner* screen will appear. This utility may be also accessed within Grade Book.
- Note that the *Course* and *Section* appears in the title bar at the top of the screen. Make sure this information is correct before proceeding.
- Click on the desired day of the month for the lesson plan. STIClassroom defaults to the current date, but plans may be created for any days ahead or for days in the past.
- Click the **Insert** button.
- Check to make sure that the course and date are correct.
- Enter the title of the chapter, unit, or lesson plan in the Unit window.
- Use the cursor and select the tab for the part of the lesson plan that needs input, such as *Objective*.
- After *Objective* has been entered, go to any other tabs as desired. It is not necessary to enter information for all tabs.
- Click **OK** when all data for the lesson plan has been entered and the lesson plan will appear in the screen to the right. Plans are displayed by the week or day, depending on the user's selection.
- Enter other lesson plans for other dates by repeating the above procedures.
- After teaching this lesson, if the objectives have been met, check Objectives Completed, and this plan will become grayed out (to indicate that the lesson was completed) in the window that lists all of the daily plans.
- **Change** or **Delete** a lesson plan by selecting the proper button or either highlighting the lesson plan in the window and right-clicking.

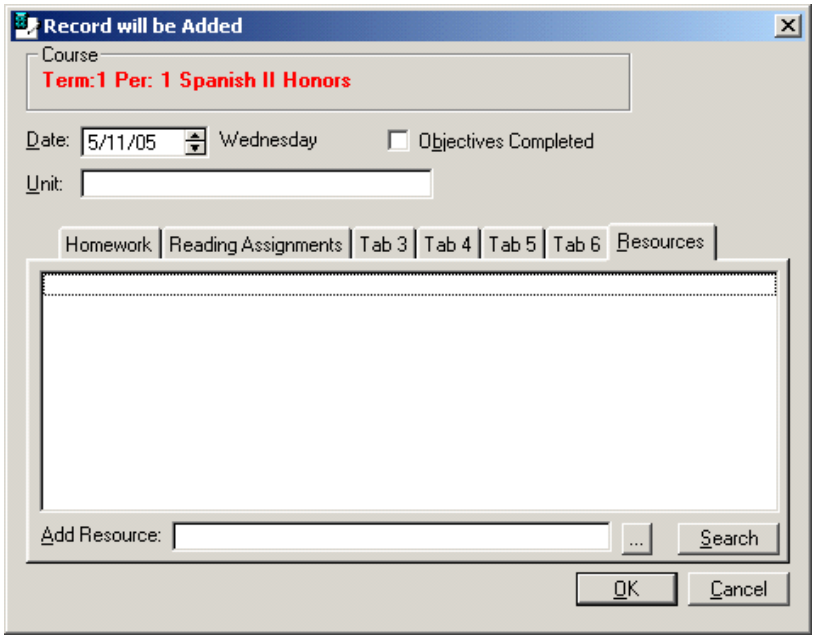
Renaming Tabs in the Lesson Plan Detail Browse Box

Tabs in the *Lesson Plan Detail* browse box may be renamed by the administrator, within the STIClassroom Principal's Module. See "Renaming Lesson Plan tabs" on page 58 for more details.

Resources Tab

The *Resources* tab was added in the 9.0 update to STIClassroom. This tab is provided to allow teachers to include links to documents or Web sites that involve other resources used in the plan. To use this feature, do the following:

- Click **Insert** and select the *Resources* tab.



- To add a file (such as a Word document, spreadsheet, etc.) as a resource, click the **Search** button and then navigate to the file location on your hard drive or network. Click **OK** and the datapath and file name will appear in the browse box.
- To add another type of resource, such as a Web site address, type it into the *Add Resource* field and click the **Ellipsis** button.
- Resources will be viewable in the Lesson Planner screen. Double-click on the item to open it as a file or Web site.

Terms

This box defaults to the selected term. Selecting a different one will take the user to the month of the starting date of the term.

Selection

- Select a lesson plan from the list and click **Copy** to copy the plan to other classes.

- Select each course to which the plan is to be copied, then click **Apply** when ready to continue.
- The user may also move a lesson plan altogether. Select the plan and click **Move**, then choose the date to which the plan is to be transferred.

Categories

This allows the user to define items within a pre-set Category for inclusion in a lesson plan. The user should highlight the category and insert/define any Activities that fall into its realm. For example, there may be a category called *Assessment* that contains a list of items to use to assess a student's progress, such as *Check Homework, Oral Responses* or *Classwork*. When the teacher builds the lesson plan, she/he can drag the items to the lesson plan being created.

Actions

- **Copy**: This button allows the teacher to copy or move lesson plans from one course to another in any term or from one set of dates to another within the same course.
  - Copy From (term displayed): Check the term displayed here to restrict the list of classes displayed to the current term only. Uncheck the box and all classes for all terms will be displayed.
  - Procedure: This can be either **Copy** or **Move**, whichever the teacher desires. **Move** will completely transfer a plan from one course to another; **Copy** will leave the plan where it is.
  - Course: Highlight the course that is to be copied.
  - Dates: The dates default to the starting and ending dates for the selected term; these may be changed to move one week to another.
  - Set Dates to Selected Week: Check this box to automatically set the date parameters to the current week.
  - Copy To: Select the term to get starting and ending dates or type them in. From and To dates may not overlap. If the number of days in the From and To range differs, the user will be warned and the procedure will copy/move what it can, either not copying or leaving some dates without plans.
  - Copy: When ready to copy/move, select this button.
- **Export**: Lesson plans may be exported for the selected date(s) to a text file. The file may be imported into STIClassroom at a later date, which will allow teachers to re-use a plan from year to year. This file may be saved for archiving and may be viewed with any editor; however, altering the file in any way may cause the file to be unimportable. The filename defaults to an extension of *.LPX* for easy location when importing. Any special characters added to the filename will be removed when the file is exported.
  - The *Export* menu will show the file that the plans will be exported to; the term is for the term of the course from which the plans will be copied; the dates are the dates of the lesson plans that will be copied.
- **Import**: The *Import* menu will show the file from which the plans will be exported; the *Term* refers to the term of the plans; the *Dates* are the dates of the plans. If the number of days in the imported file differs

from the date range selected, the teacher will be warned and the utility will import what it can. It will either fail to import all plans or leave some dates without plans.

Editing Lesson Plans

To move a plan, the teacher will only need to change the date on the *Record Will Be Changed* screen that comes up after the **Change** button has been selected. If information exists in any one of the tabs, the tab description will appear in red font.

Right-clicking under any tab will give the teacher a list of options to use to build a plan. Options include *Skills*, *Activities*, and any *Categories* that have been defined. If *Activities* is chosen, for example, the user will get a list of Activities that have been defined for the class in the current term. The user may click-and-drag any item displayed in the list onto any tab of the plan. More than one of these options may be active at one time; the user may leave them open while working on plans.

When Activities are dragged into a lesson plan, the user has the option of including any Skills linked to the Activities.

Viewing Lesson Plans

- Click on the day of the week that lesson plans are needed. The plans for that entire week will be displayed.
- Click on the lesson plan desired, and that plan's *Edit* menu will appear.
- Make any corrections or simply review and click **OK** to return to the main screen.
- Delete the single daily plan by clicking on the **Delete** button.
- Delete all the plans for this course by clicking on the **Delete Plan** button.

Even though a lesson plan for another day or week has been retrieved, only the Unit Title for the current day's lesson plan will be displayed in the bottom-left window.

Printing Lesson Plans

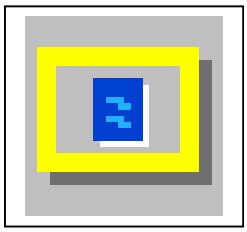
Click the **Printer** icon in the *Lesson Planner* menu to generate a lesson plan report. Then choose from the following report options:

- Enter the *Starting* and *Ending* dates of the date range for the report.
- **Detail Selections and Order**: Each lesson planner tab (*Objectives*, *Activities*, etc.) is listed here, along with a corresponding number. The number determines the order in which the various tabs are to be printed, with *1* being first and *6* being last. Set the value to *0* (zero) to exclude the tab from the report altogether.

Note: Once the order has been defined, it will be retained from session to session on the workstation.

- **Arrange in Columns**: Check this box to print each tab of information (*Objectives*, *Activities*, etc.) in the plan in its own separate column, rather than together down the page.
- **Portrait**: Select this box to print in *Portrait* format rather than *Landscape* format. This determines how the width and length of the text on the report will appear on paper.
- Click **Print** to generate the report.

Textbook Management



This utility provides the user with a method of assigning and tracking textbooks. The textbooks for a class/course must be entered in the **Valid Schedule** in STIOffice before this utility will work.

Assigning Textbooks

- Select the class for which textbooks are to be assigned and click the **Textbook Management** icon. The *Textbook Tracking* menu will appear, displaying a roster of the students in that class.
- If more than one book has been assigned to the course in the STIOffice **Valid Schedule**, use the drop-down list to select the appropriate book in the *Book* field.
- The first field in the column next to *Home Rm* will be highlighted. Click the **Out** button, and the *Check Out* menu will appear.
- Enter the *Book #*. This number must be within the range entered for the book in **Utilities | Textbooks | Master List** in STIOffice.
- Select the condition of the book. The *Fee* value will adjust accordingly, if applicable.
- Enter the *Date* of assignment. The current date will appear by default, but this may be changed if necessary.
- To print a list of assigned textbooks, click the **Printer** icon.

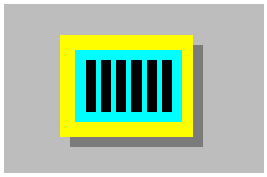
Returning Textbooks

- To check a book back in, repeat the steps above, but click the **In** button instead of the **Out** button during the third step. If a book is damaged, the fee will be entered on the student's record.

Clearing All Books Except Unaccounted

- Click the **Clear** button to clear all books except the ones that are unaccounted for. Books that are unaccounted for are considered to have outstanding charges.

Skills



This utility may be used to enter Skills marks and/or track students based on completed Skills. These Skills may also be used when building Lesson Plans.

All Skills must be defined and linked to classes in STIOffice before the user may implement any Skills feature in STIClassroom. If a skill has not been linked with a class in STIOffice under **Utilities | Grading | Skills Bank**, the **Skills** icon will remain inactive when the class is selected in the STIClassroom main menu.

The **Skills** utility functions much the same as **Grade Book**, except it is based upon Skills and Marks, rather than scores, grades and Activities. Many of the icons in the *Skills Maintenance* menu perform the same function as they do in Grade Book.

Click the **Skills** icon and the *Skills Maintenance* menu will appear.

Using the Skills Maintenance Menu

- **The menu is resizable**. To change the size, move the mouse to a corner until the standard mouse pointer icon turns into a two-way arrow icon. Click and hold down the mouse button, then drag the corner inward or outward until the menu is the correct size. This setting will be retained when Grade Book is opened in the future.
- **All columns in the *Skills Maintenance* menu are also resizable**. Click on any column separator line and drag as described above to resize the column.
- **View**: By default, *Marks* is selected here. If Skills have been linked to any Activities, the user may select *Averages* here to view students' averages in specific Skills, or what the students' marks would be if posted based on their averages. Marks that appear with asterisks after them have not been posted; these marks are calculated based on the *Default Skills Scale* set in the **Classroom** system edit menu in Principal's Module.
- **Icons**: All the Skills Maintenance menu icons, with the exception of **Print** and **Exit**, will remain inactive until the user clicks in a data entry column in the student/Skills browse box below. Alternately, the user may right-click in any highlighted data entry column to select any of the functions that are available via the icons.

Edit Selected Mark

Double-click in any column space underneath the Skills displayed across the *Skills Maintenance* menu to open a *Record will be Changed* menu for the student whose record corresponds with the space selected. These menus are used to enter or edit marks for Skills. Until a mark is entered, the space will be blank.

Alternately, the user may click a single time in any space and then click the **Edit Selected Mark** icon.

Clicking on a space within the student/Skills browse box "selects" both the student and the Skill.

- Check the *Cycle Student* box to enter multiple Skills records for the selected student.
- Check the *Cycle Skill* box to enter multiple student records for the selected Skill.
- Use the drop-down list to select a *Mark*.
- Use the drop-down list to select up to two *Comments*, if desired.
- Enter any *Notes* if necessary.
- Click **OK** to save the record. If a *Cycle* box has been checked, the next record will immediately appear onscreen. Click **Cancel** to end the cycling procedure.

Enter Marks Down a Column

- Click in any column and select the (**Enter Marks Down This Column**) icon to cycle down the column for Marks entry only. The *Column Entry* screen will appear, with a roster of the students in the class. Make sure the correct *Category* and *Skill* are listed on the screen.
- Place the cursor in the *New* column and enter the mark for the corresponding student, then press the **Enter** key.
- To assign the same mark to all students, type the mark for one student and click the **Fill** button, instead of pressing the **Enter** key. If there are any marks already displayed below the one selected, the user will be given the option to overwrite any of those values.
- Click **Save** when all marks have been entered.
- It is possible to edit marks that have been entered by performing all the steps above; however, the marks will now be listed in the *Current* column. Place the edited mark in the *New* column and click **Save** to save the changes.

Print Selected Student's Report

- Select a student and click the icon to generate a skills-based report card for the student. For more information on skills-based report cards, see the section "Skills Report Cards" on page 69. Note that this section is not available in the *Teachers Only* version of the STIClassroom Win user manual.

Print Skills Maintenance Menu (Print Gradebook)

- Click the icon, which may actually be labeled with the tool tip description *Print Gradebook* in some installations, to generate a report listing the information displayed in the *Skills Maintenance* menu.

Post Marks

- Click the icon to post marks. Marks may not be posted unless the Skills Scale is set in *Class Defaults*.

View a Student's Schedule

- Select the student whose schedule is to be viewed.
- Click the icon and the student's schedule will appear.
- Click the **Roster** button to view a roster for any selected class in the student's schedule. Additional information is available for all other students in the roster.

View a Student's Demographic Information

- Select the student whose demographic information is to be viewed.

Note: Teachers must be granted access to demographic information in the Principal's Module in order for this data to be available.

- Click the icon and the student's demographic data will appear. Alternately, the user may simply double-click on a student's name to view this information.
- Click on any tab to view the desired information.

View a Student's Discipline Information

- Select the student whose discipline information is to be viewed.
- Click the icon and any infraction details and actions will be listed onscreen.

View Student Test Information

- Select the student whose test information is to be viewed.
- Click the icon and any test details will appear onscreen.

Teacher Planner

- Click the icon to enter the Lesson Planner. See “Lesson Planner” on page 37 for information about this utility

Skills Reports

- While in the *Skills Maintenance* menu, click the *Reports* drop-down menu at the top of the screen to generate either of the reports described below.
- Before generating these reports, the user may select multiple students in the *Skills Maintenance* roster by using the *Ctrl* or *Shift* keys along with a mouse click. This procedure is referred to as *multi-selection*. When the report is selected, the user will be prompted as to whether the report should be printed for the selected students only.

Report Cards for this Class: (All Students)

- This option will generate skills-based report cards for the entire class or a multi-selected group of students. For more information on skills-based report cards, see the section “Skills Report Cards” on page 69. Note that this section is not available in the *Teachers Only* version of the STIClassroom Win user manual.

Report Cards for All Classes (All Students)

- This option will generate skills-based report cards for all classes in the teacher’s schedule. For more information on skills-based report cards, see the section “Skills Report Cards” on page 69. Note that this section is not available in the *Teachers Only* version of the STIClassroom Win user manual.

Principal's Module

Master Schedule

This button leads to a read-only access into the Master Schedule. However, the administrator may access teachers' schedules and planners from this vantage. Student schedules, demographics and attendance records are also obtainable.

Tabs

Select the tab that will arrange the Master Schedule in the order that is preferred for this particular visit into the program:

- **Course Name**: Selecting this tab will arrange the schedule in alphabetical order according to name.
- **Course #**: Selecting this tab will arrange the schedule in ascending numerical order.
- **Teacher Name**: Selecting this tab will arrange the schedule in alphabetical order according to teacher's last names.
- **Room**: Selecting this tab will arrange the schedule in ascending order of room numbers.

When any tab is selected, a *locator* field will be available just below the list of courses. Enter a value in this field and press the *Tab* key to move to that location in the list. For example: If the *Course Name* tab is selected and the wishes to view *Health* courses, the user could type *H* in the locator field and then press the *Tab* key to move to the first course starting with the letter *H*.

Terms

The system defaults to the current term. The system defaults to the correct term.

Attendance

Highlight the desired class and click the **Attendance** button and the *All Day Attendance* menu for that class will appear. The menu contains a list of the students in that class with a summary of each student's attendance record included.

- **Date**: Use the drop-down arrow to select the date for the attendance record desired.
- **Demographics**: Click on this button to view the demographics of the highlighted student.
- **Schedule**: Click on this button to view the schedule of the highlighted student. Note: It is possible to view the roster of any class on the student's schedule simply by clicking on the **Roster** button located on the student's *Schedule* screen.
- **Attendance Detail**: Click on this button to get a more detailed record of the highlighted student's attendance.

- **Planner**: Click on this button to view the teacher's Lesson Planner for this particular course.

Grades

To view the grades of the students in the highlighted class, click the **Grades** button. A screen with the individual averages of each student on roll will appear.

Gradebook

To view this class from Grade Book, click on the **Grade Book** button. Select the term, highlight the Activity and then click on any of the active icons to make use of their utilities.

Planner

To view the lesson plans of the teacher in the selected course, click the **Planner** button. This portion of the module is not read-only; the administrator may enter, delete, or edit the planner.

Roster

To view the roster of the selected class, click on the **Roster** button.

Skills

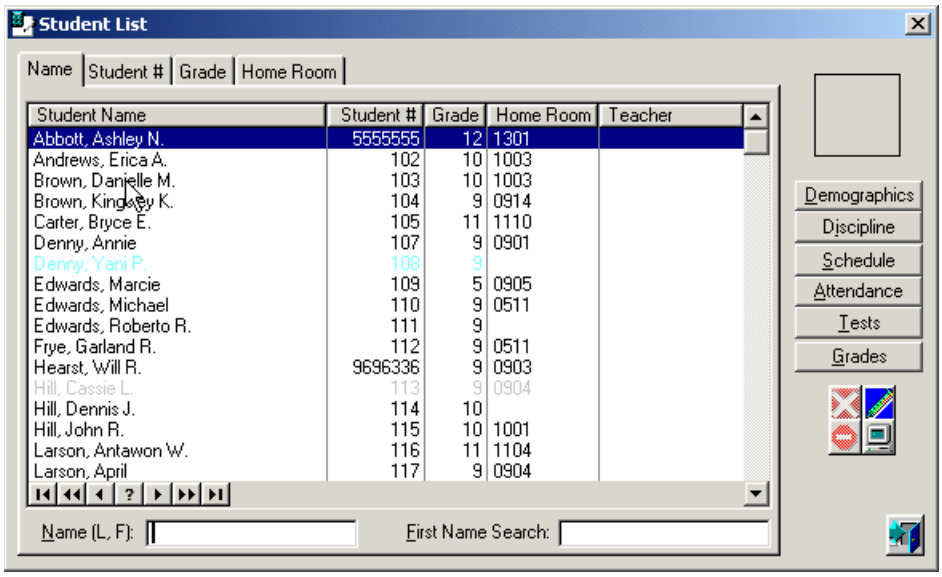
If the selected class uses Non-traditional Skills marking, click on the **Skills** button to view the record.

Close

To exit this part of the module, click on the icon.

Students

Click this button to view a list of all students in the school.

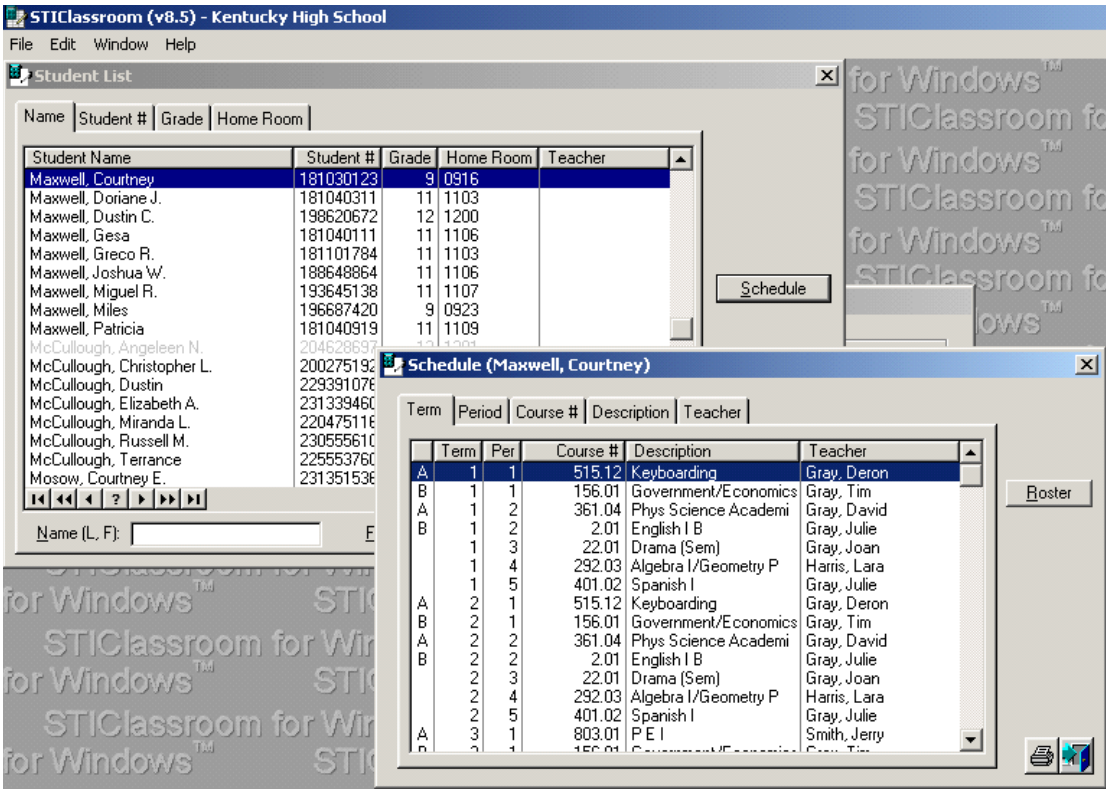


Students are displayed in alphabetical (*Name*) order by default. To display students in order by student number, grade or home room, simply click the appropriate tab.

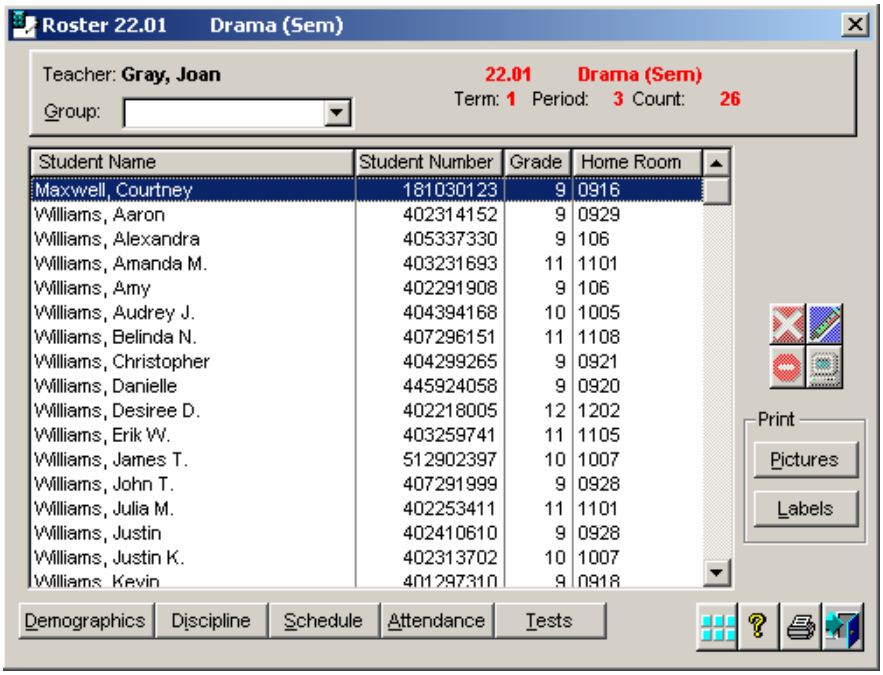
To select a particular student, scroll down the list to locate the student or type in a *Name* in the appropriate field and press the *Tab* key.

The list may be restricted based on first name. For instance, the user may type *Michael* in the *First Name Search* field to list all students with the first name of Michael. Note that the *Name* field does not restrict the list; this field is merely used to move ahead or backwards to a specific name in the list.

- When the correct student has been selected in the list, either double-click on that student or click the **Schedule** button to the right of the list to view that student's schedule.


STIClassroom (v8.5) - Kentucky High School
File Edit Window Help
Student List
Name Student # Grade Home Room
Student Name Student # Grade Home Room Teacher
Maxwell, Courtney 181030123 9 0916
Maxwell, Doriane J. 181040311 11 1103
Maxwell, Dustin C. 198620672 12 1200
Maxwell, Gesa 181040111 11 1106
Maxwell, Greco R. 181101784 11 1103
Maxwell, Joshua W. 188648864 11 1106
Maxwell, Miguel R. 193645138 11 1107
Maxwell, Miles 196687420 9 0923
Maxwell, Patricia 181040919 11 1109
McCullough, Angeleen N.
McCullough, Christopher L.
McCullough, Dustin
McCullough, Elizabeth A.
McCullough, Miranda L.
McCullough, Russell M.
McCullough, Terrance
Mosow, Courtney E.
Name (L, F):
Schedule
Schedule (Maxwell, Courtney)
Term Period Course # Description Teacher
Term Per Course # Description Teacher
A 1 1 515.12 Keyboarding Gray, Deron
B 1 1 156.01 Government/Economics Gray, Tim
A 1 2 361.04 Phys Science Academi Gray, David
B 1 2 2.01 English I B Gray, Julie
1 3 22.01 Drama (Sem) Gray, Joan
1 4 292.03 Algebra I/Geometry P Harris, Lara
1 5 401.02 Spanish I Gray, Julie
A 2 1 515.12 Keyboarding Gray, Deron
B 2 1 156.01 Government/Economics Gray, Tim
A 2 2 361.04 Phys Science Academi Gray, David
B 2 2 2.01 English I B Gray, Julie
2 3 22.01 Drama (Sem) Gray, Joan
2 4 292.03 Algebra I/Geometry P Harris, Lara
2 5 401.02 Spanish I Gray, Julie
A 3 1 803.01 P E I Smith, Jerry
Roster

- Courses in the student's schedule may be viewed in order by term, period, course number, description or teacher.
- Click the (**Printer**) icon to print the student's schedule.
- Select any course in the list and click the **Roster** button to view a complete class roster for that course.


Roster 22.01 Drama (Sem)
Teacher: Gray, Joan
Group:
22.01 Drama (Sem)
Term: 1 Period: 3 Count: 26
Student Name Student Number Grade Home Room
Maxwell, Courtney 181030123 9 0916
Williams, Aaron 402314152 9 0929
Williams, Alexandra 405337330 9 106
Williams, Amanda M. 403231693 11 1101
Williams, Amy 402291908 9 106
Williams, Audrey J. 404394168 10 1005
Williams, Belinda N. 407296151 11 1108
Williams, Christopher 404299265 9 0921
Williams, Danielle 445924058 9 0920
Williams, Desiree D. 402218005 12 1202
Williams, Erik W. 403259741 11 1105
Williams, James T. 512902397 10 1007
Williams, John T. 407291999 9 0928
Williams, Julia M. 402253411 11 1101
Williams, Justin 402410610 9 0928
Williams, Justin K. 402313702 10 1007
Williams, Kevin 401297310 9 0918
Print
Pictures
Labels
Demographics Discipline Schedule Attendance Tests

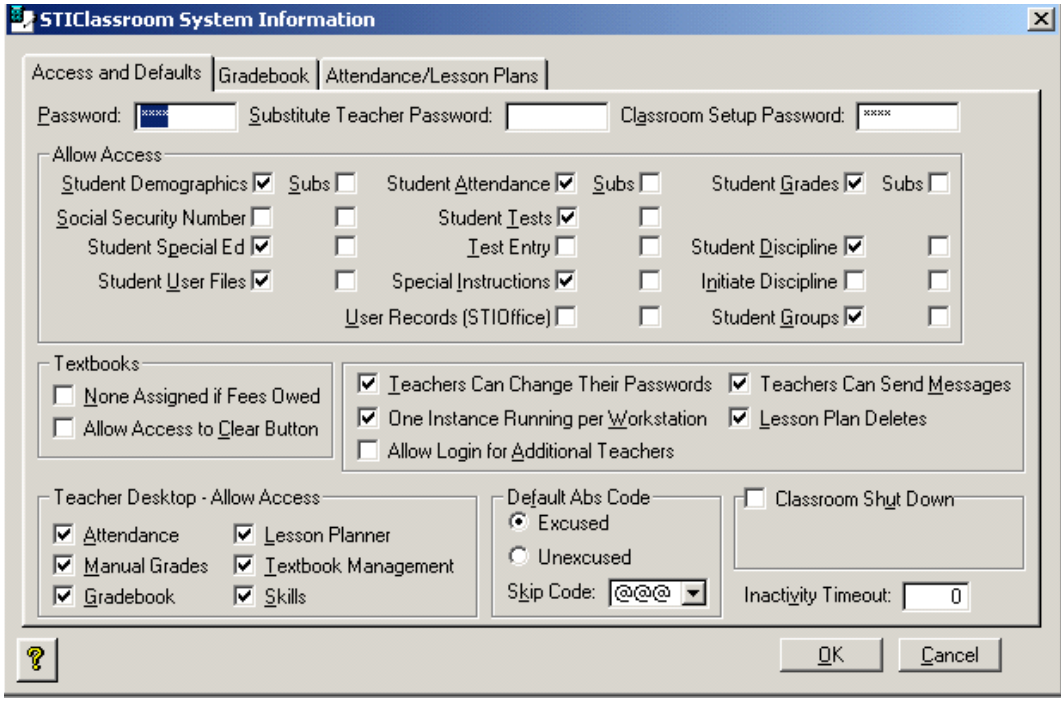
- For more information about class rosters, see “Student Class Roster” on page 8.

Classroom

Click this button to view the *STIClassroom System Information* menu, which will allow the administrator to set the limits of STIClassroom with regard to teacher access. An administrator password is necessary to access this utility.

Three tabs are available here:

Access and Defaults tab



Password

The *Password* field contains the *Supervisor System* password. Once the *STIClassroom System Information* menu has been opened, the administrator is given the option to change this password as desired. Passwords must consist of between three to eight alphabetical and/or numeric characters.

Substitute Teacher Password

This password may be used by substitute teachers when logging in as the teachers for whom they are substituting. The substitute will not be allowed into **Grades** fields and will have read-only access to **Lesson Plans**.

Warning: If the *Substitute Teacher Password* matches any regular teacher's password (as set up in STIOffice), that teacher's access rights will be restricted as though he/she is logged in as a substitute. Care should be taken to avoid this scenario.

Classroom Setup Password

This field contains the password that the user must use to access the *STIClassroom System Information* menu. Leave this field blank to use the *Supervisor System* password for this purpose.

General Settings

The rest of the items displayed on this menu allow the administrator to limit/grant areas of access or capabilities to non-administrative STIClassroom users.

Note: The *Subs* checkbox, to the right of each item in the *Allow Access* section, is provided to allow the user to set separate access rights for substitute teachers.

- **Student Demographics**: Check this box to allow users read-only access to student demographic information.
- **Social Security Number**: Check this box to enable users to view student Social Security Numbers in the *Personal Info* tab of the student demographic record. If this box is left unchecked, the field will not be visible onscreen.
- **Student Special Ed**: Check this box to enable users to view student Special Education classification. If this box is left unchecked, *the Special Ed* tab will not appear in the student demographic record.
- **Student User Files**: Check this box to enable users to view student user file information, via the **Demographics** button throughout STIClassroom (users may also access this information by double-clicking on a student). If this box is left unchecked, the *User Files* tab will not appear in the student demographic record.
- **Student Attendance**: Check this box to allow users to make detailed attendance entry.
- **Student Tests**: Check this box to allow teachers to view and print students' test histories.
- **Test Entry**: Check this box to allow users to enter testing information for students via the icon in the student *Tests* menu. This option is only available if the *Student Tests* box has been selected.
- **Special Instructions** (defaults on): If checked, users may view a student's Special Instructions information.
- **User Records (STIOffice)**: Check this box to allow users to access designated user record information in the demographic record.
- **Student Grades**: Check this box to allow access to *Grades* from **Lookup Student**.
- **Medical**: Check this box to show medical information for students who have the (*medical alert*) icon displayed. This icon will appear on student records that have been flagged with *Special Alert* status (via the **Medical** button) in STIOffice. To view a student's medical information, simply click this icon when the student is selected.

Note for KY Users: This icon is enabled based on alert information entered in STIHealth. If a teacher is given access to this through the Principal's Module, when selecting the icon the user will see details on the alert.

- **Student Discipline**: Check this box to allow users read-only access to student discipline records.
- **Initiate Discipline**: Check this box to allow teachers to initiate discipline referral via the icon in the student *Discipline* menu. This option is only available if the *Student Discipline* box has been selected.
- **Student Groups**: Check this box to allow roster-like access to *Groups* from the **Roster** icon.
- **Textbooks**
  - **None Assigned if Fees Owed**: Check this box to prohibit textbook assignments for students who owe any textbook fees or have any unaccounted for.
  - **Allow Access to Clear Button**: Check this box to allow teacher access to the **Clear** button in the *Textbook Tracking* menu. The **Clear** button is used to clear all books except the ones that are unaccounted for (books that are unaccounted for are considered to have outstanding charges).
- **Teachers Can Change Their Passwords** (defaults on): If this box is checked, teachers may change their own passwords after logging in to the program.
- **One Instance Running per Workstation** (defaults on): If this box is checked, each workstation user will be prevented from running more than one instance at a time of STIClassroom *accessing the same database*. However, multiple instances may be open simultaneously on a single workstation IF each is pointed at a different set of data.
- **Allow Login for Additional Teachers**: If this box is checked, teachers linked to any classes via the **Additional Teachers** button in STIOffice will have the ability to view those classes.
- **Teachers Can Send Messages**: Check this box to allow teachers to send messages to users logged into STIClassroom and/or STIOffice, via the **Message Console** utility.
- **Lesson Plan Deletes** (defaults on): If this box is checked, teachers may delete their own lesson plans.

Teacher Desktop - Allow Access

All options default on. The administrator may restrict access to any icon on the teacher desktop except **Rosters**. To restrict access, simply uncheck the option in this section.

Default Abs Code

If most of the absences at this school are coded *Excused*, the administrator may wish to set the *Default Absentee Code* to *Excused*. This will mean that the only changes will be for those who are unexcused. However, if the opposite is true, the

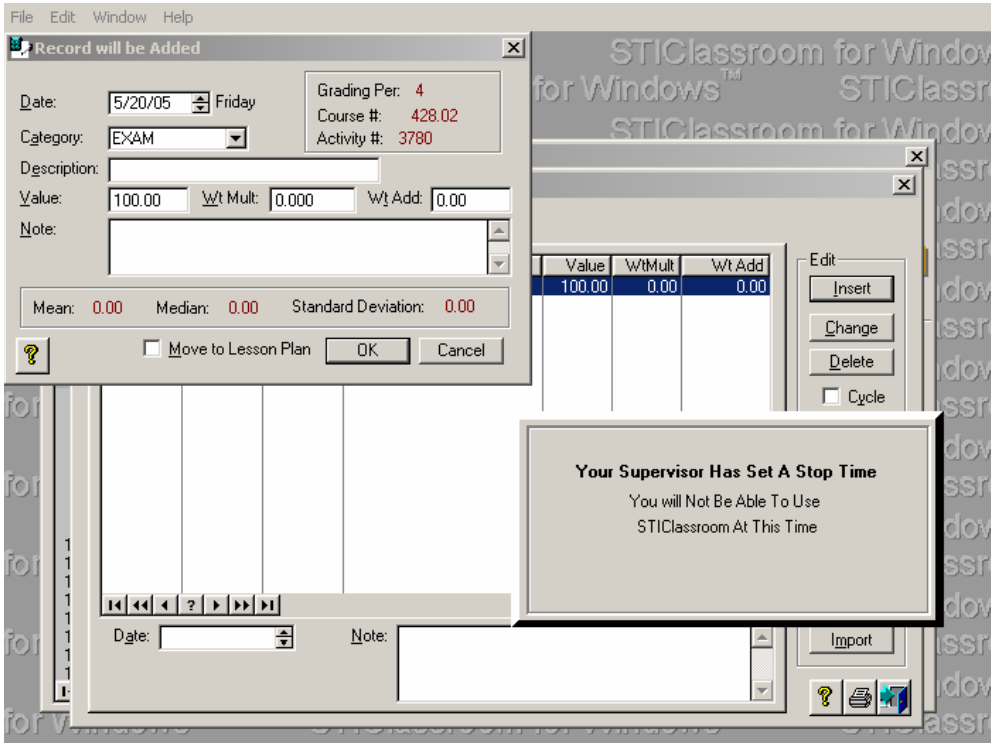
administrator would probably wish to designate *Unexcused* as the default code. This code may be set however the administrator desires.

The default *Skip Code* is @@@; however, the administrator may select the attendance code that the program is to use to post for skipping students.

Classroom Shut Down

There are times when the STIClassroom program must be shut down for all users; for example, during the daily backup of STIOffice data (all users must be out of the database in order for backups to run properly). The **Classroom Shut Down** feature allows the administrator to set a time frame during which the program will automatically close out for all users. To do this, simply enter the time for the shut-down to begin (in the *From:* field) and then enter the time at which the shut-down is to end (in the *to:* field).

Any user who is logged in to the program when the Shut Down time begins will see the following message:



At this point the user will be unable to save any open data screens. The program will automatically close within a few seconds.

The shut-down time range is normally set for hours during which STIClassroom is not ordinarily in use; for example, many administrators set the shut-down time for early A.M. hours, which is typically when automated data backups are set to occur.

Note: Starting and ending times may NOT cross midnight.

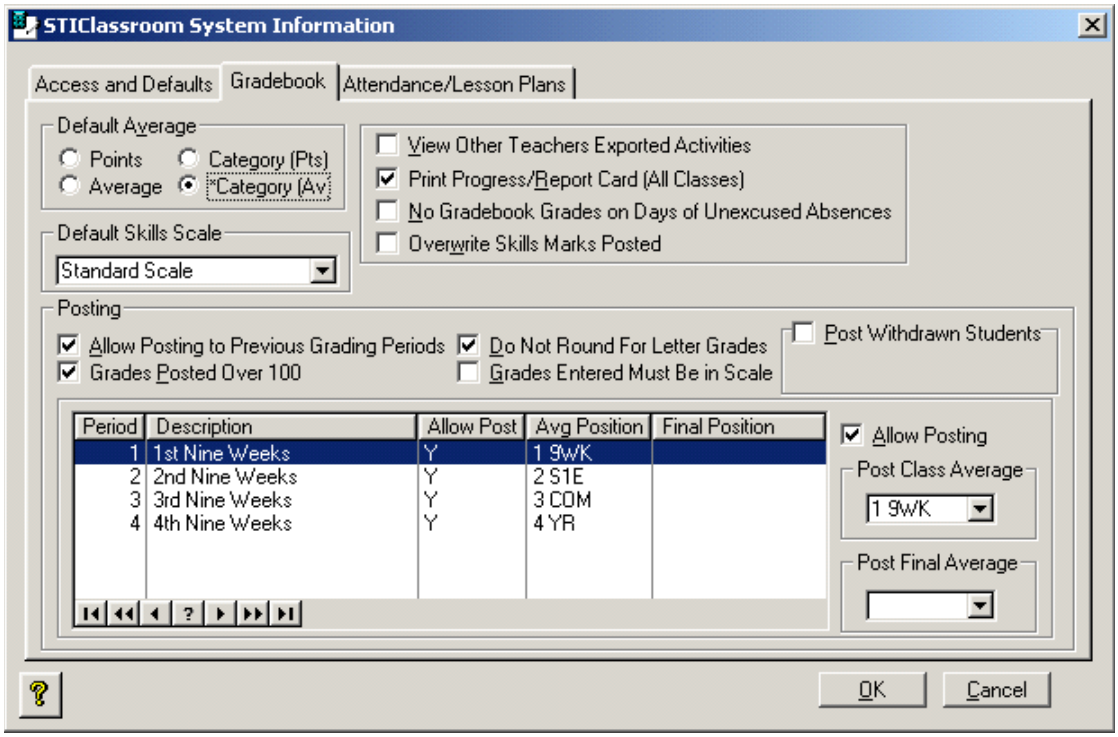
The times entered will be immediately seen by logged-in teachers, in the lower right corner of the desktop. This means that the administrator may enter shutdown times at

any time and all users will be affected without having to log out and log in for the times to show up on their workstations.

Inactivity Timeout

(Defaults to zero, or *None*.) Enter the number of minutes for which the program may remain inactive before the user is automatically logged out. It is recommended that this feature be implemented as a security measure, to prevent students from accessing STIClassroom when a teacher leaves the room. In addition to setting an Inactivity Timeout, users are advised to log out of the program whenever they will be away from their workstations.

Gradebook tab



Default Average

It is up to the administrator to set the default average code in STIClassroom. The customary approach is to set the default for the method used by most of the teachers at school (either *Points*, *Average*, *Category (Pts.)* or *Category (Av.)*. However, on an individual basis, teachers may select their own averaging methods when necessary.

Other Options

- **View Other Teachers Exported Activities**: Check this box to allow teachers to choose from other teachers' activities when importing activities for a specific course into their own Grade Books (the course numbers must be identical). This may be done in the *Activity List* menu under **Grade Book** | **Define Activities for this Grading Period**.
- **Print Progress/ Report Card (All Classes)**: Select this option to allow users to create progress reports that contain all the courses a

student takes (as opposed to a single teacher's class only). If this box is left unchecked, users may only generate progress reports for their own classes.

- **No Gradebook Grades on Days of Unexcused Absences**: Check this box to prohibit teachers from giving grades (other than a zero or a blank grade) to students on activity days in which the students have unexcused absences.
- **Overwrite Skills Marks Posted**: If this box is checked, when Skills are posted more than once during a Grading Period, the average for each Skill will be recalculated and the new score/mark will overwrite the existing one.

Default Skills Scale

This item will only appear if Skills are entered in the Skills Bank (under **Utilities | Grading)** in STIOffice. Use the drop-down arrow to select the scale to use when calculating Skills Marks based on Activities.

Posting Options

In this area, the administrator sets up the times at which users of STIClassroom may post grades (or *Skills*) to the office. Check those grading periods that are to have grades posted (select each applicable grading period and check the *Allow Posting* box to the right of the browse box).

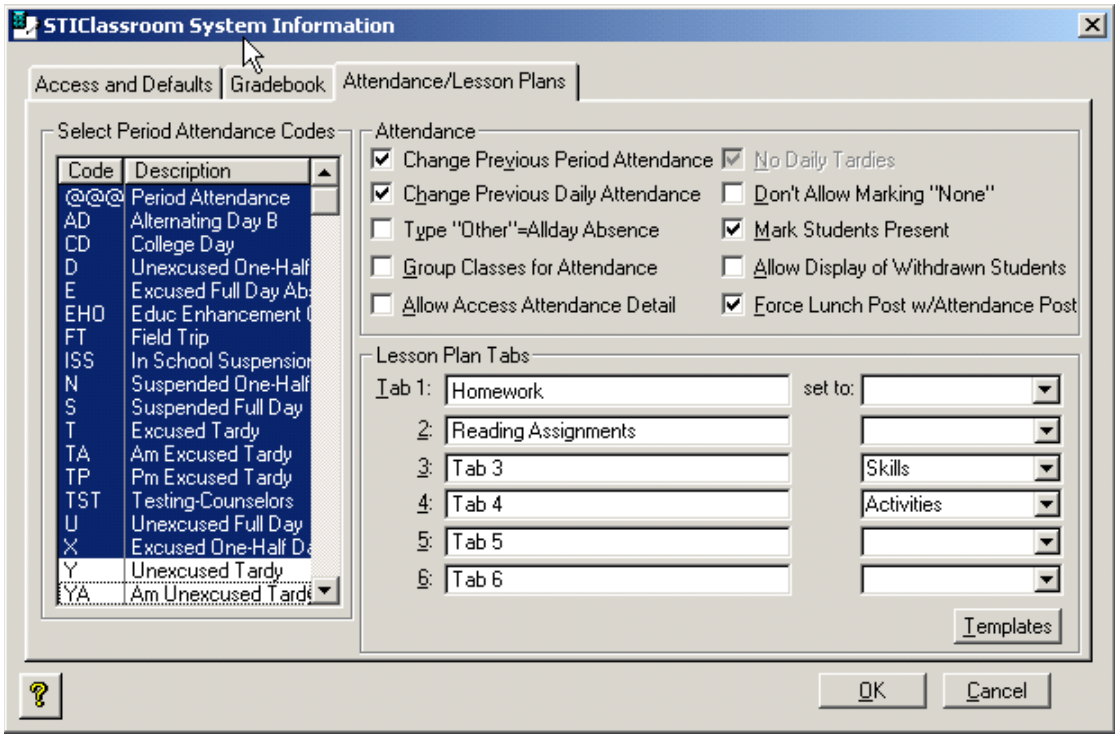
Note: To avoid potential problems, these boxes are usually not checked until a couple of days before the grades are actually due.

- **Allow Posting to Previous Grading Periods** (defaults to unchecked): Check this box to allow teachers to post from Grade Book to grading periods previous to the current one. A teacher may thus start a Grade Book for a course in Grading Period 2 (Semester), recording Activities from the beginning of school. The teacher will then be allowed to post to Grading Period 1 from a class active in Grading Period 2. This allows the teacher to maintain totals over a longer period of time.
- **Grades Posted Over 100** (defaults on): If this box is checked, teachers can post grades higher than 100. If not checked, teachers posting grades higher than 100 will be notified by an onscreen prompt that the grade they are posting would have been greater that the 100, but is being changed to 100.
- **Do Not Round for Letter Grades**: Check this box to use un-rounded scores when looking up letter grades in the scale. This will result in the system using fractions (for example, *78.87*, etc.) when determining the correct letter grades to give students. If the grading scale has not been set up with fractions in STIOffice, this option should not be selected.
- **Grades Entered Must Be in Scale**: If this box is checked, any grades entered by teachers via **Manual Grade Entry** must be in the Grade Scale.
- **Post Withdrawn Students**: Check this box to allow grades to be posted for withdrawn students. In the *Only After* field that appears

below, enter a date. Only students withdrawn after this date will receive posted grades or will be allowed entry under **Manual Grade Entry**.

- **Allow Posting**: Select each term listing below to allow grades for that term to be posted. With each term highlighted, make sure the *Allow Posting* box to the right side is checked; otherwise, users will not be allowed to post grades for that term.
- **Post Class Average**: Select each term listing and then use the drop-down box under *Post Class Average* to select an *Avg Position* for the term (that is, the grade position to which the class average will be posted). If a position is selected here, teachers will not be able to select this item themselves from *Class Defaults*.
- **Post Final Average**: Select each term listing and then use the drop-down box under *Post Final Average* to select a final average position for the term (that is, the grade position to which the final average will be posted). If a position is selected here, teachers will not be able to select this item themselves from *Class Defaults*.

Attendance/Lesson Plans tab



Use this feature to customize the names of the six tabs used in Lesson Plans. For each tab, the user may indicate whether the tab is equal *to Activities* or *Skills*. This enables those parts of the lesson plan to be built automatically as activities are entered.

Also in this tab, the user should set up attendance default information, and select any applicable *Period Attendance Codes* by clicking on each one a single time, to highlight it. To de-select a code, simply click on it a second time.

Attendance Default Information

- **Change Previous Period Attendance**: Check this box to allow users to modify previously posted period attendance records.
- **Change Previous Daily Attendance**: Check this box to allow users to change previously posted daily attendance records. When this option is selected, teachers may post attendance as often as they wish.
- **Type "Other"=Allday Absence**: Check this box to mark students who have a daily absence type of *Other* as *Absent Allday*.
- **Group Classes for Attendance**: Check this box to group courses offered in the same period, term and room for a teacher into one roster when taking attendance.
- **Allow Access to Attendance Detail**: Formerly a default value, this box has been added to allow the administrator to determine whether to allow teachers to view attendance details for each student in the Attendance Posting desktop.
- **No Daily Tardies**: Check this box to prohibit teachers from posting daily tardies (only period tardies may be posted).

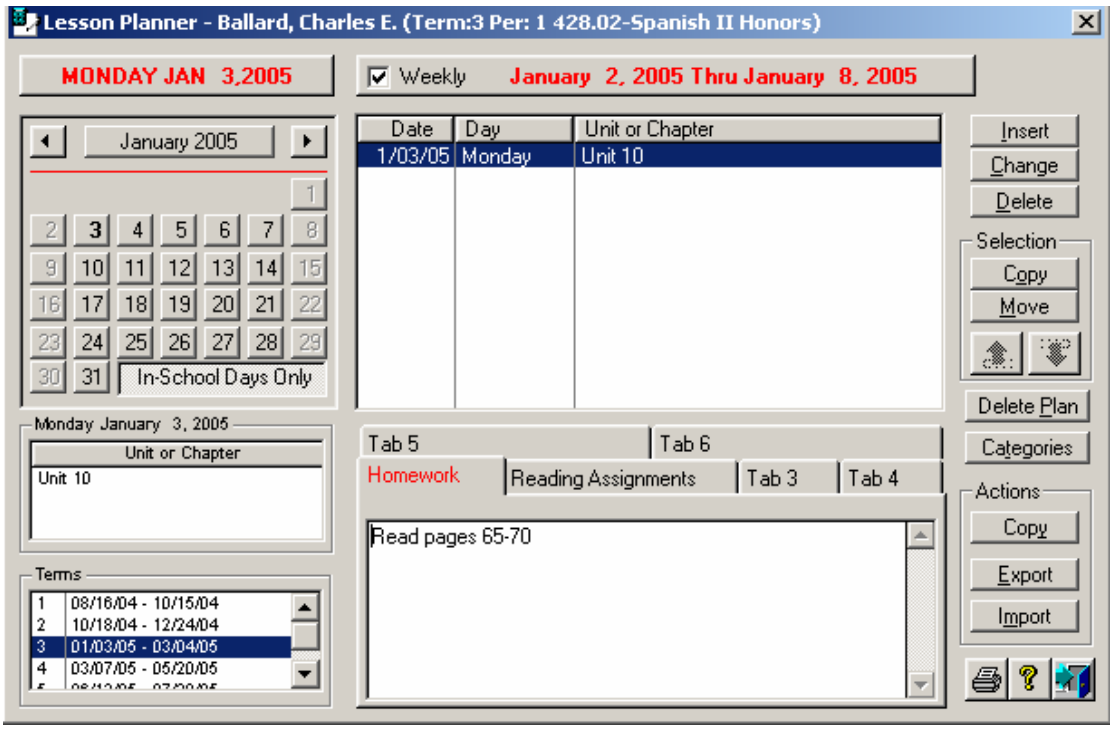
Note for KY Users: This option is checked and disabled in KY installs. KY teachers may not post daily tardies from STIClassroom.

- **Don't Allow Marking "None"**: Check this box to remove the *None* option for teachers who are taking attendance (*None* allows teachers to mark *None Present*).
- **Mark Students Present** (defaults off): If this box is checked, period teacher may mark present a student shown as absent in the roster. This could be useful if there is typically a lag between when a student checks in and when he/she gets to class. Note: Whether or not this option is enabled, teachers cannot change previously posted attendance if a month has been closed in the STIOffice State System File.
- **Allow Display of Withdrawn Students**: Check this box to allow teachers to display withdrawn students in the attendance register (a *Withdrawn* option will be available to teachers in the Attendance Desktop).
- **Force Lunch Post w/Attendance Post**: Check this box to require teachers to post lunch counts when they post attendance.

Renaming Lesson Plan tabs

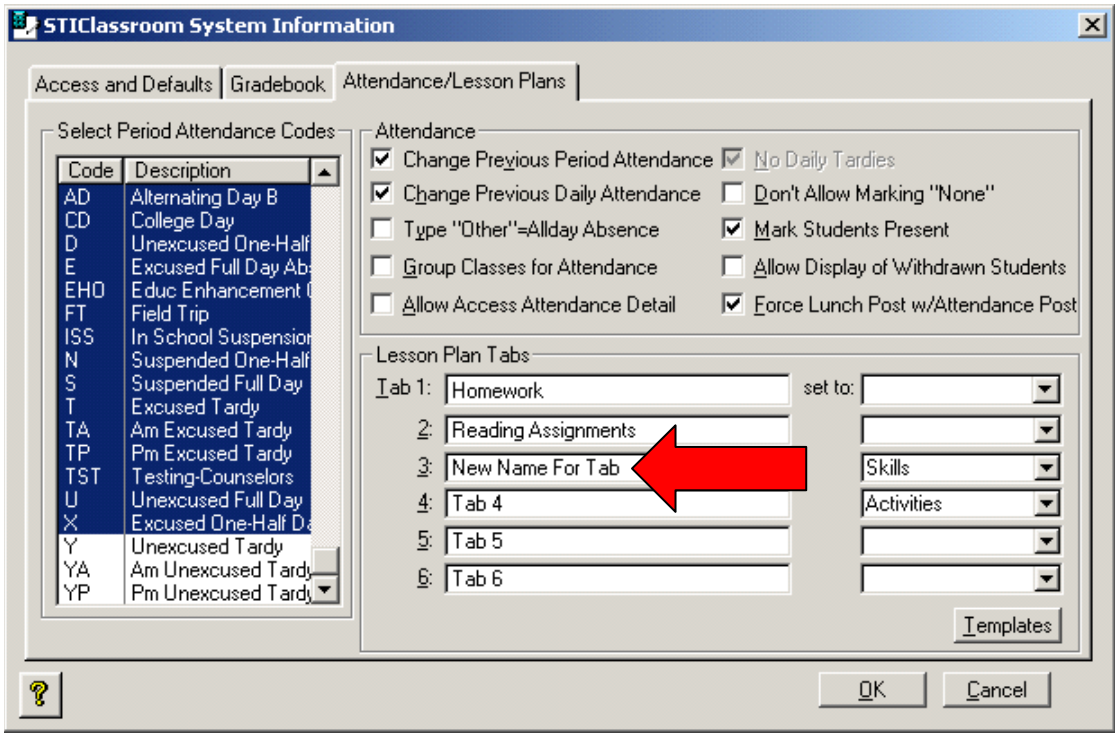
Users with access to the *STIClassroom System Information* menu in Principal's Module may name or rename lesson plan tabs as desired. The new tab names will appear in the lesson plans of all teachers.

Note: The *Resources* tab, viewable in each teacher's lesson planner, cannot be renamed.



The numbers on tabs 3 through 6, shown above, correspond to the numbers in the *Attendance//Lesson Plans* tab of the *STIClassroom System Information* menu in Principal's Module.

To rename a tab, simply enter the name to assign the tab in the corresponding field, as shown below:



Lesson Plan Templates

(Optional) Click the **Templates** button in the bottom right corner of the *Attendance/Lesson Plans* tab to create a single lesson plan template to serve as the base lesson plan for all teachers.

- A blank lesson plan will appear.
- Data entered into this blank plan will populate each teacher's lesson plan.

Student Filters

There are times when the administrator will need to run reports or make lists for various reasons. This utility allows the administrator to make filters for the groups of students that are most often used. These filters may be saved so they will be available in the future. Saved filters can then be accessed according to *Description* or *Query Number* by selecting the respective tab. Of course, the administrator may run new reports at anytime.

Click the **Student Filters** button and perform the following steps to create a QBE filter:

- Click the **Insert** button to bring the QBE menu into view. The *Classroom Module Query List* will first appear, displaying all filters that have already been created. These items are arranged either by *Description* or *Query #*. Click either tab to change the display order onscreen.
- Click the **Insert** button and the *QBE Edit* menu will appear.

QBE Edit

The tabs displayed across the top of this menu provide avenues for creating a customized, specific query.

- **Student tab**: The Student tab allows the user to enter the following fields of information as part of the report criteria:
  - Filter Type: Use the drop-down arrow to select *Standard*, *Both*, or *Advanced*. *Standard* is the simple A to Z type reports. *Advanced* is for reports that are concerned with Adv. Students and/or Adv. Courses. *Both* is for reports that will concern both types of filters.
  - Name: To run a report of All students, leave these blank. To restrict the report, type in the beginning and ending names to set a range for the collection of data.
  - Order: Use the drop-down arrow to select the order that this report is to be printed.
  - Homeroom: To print a report that is regarding specific home room(s), enter the beginning and ending home room s to set the range for the information to be gathered.
  - Grade: If only information pertaining to certain grade levels is needed, enter the beginning and ending grades to set the range for the information to be gathered.
  - Gender: Use the drop-down arrow to select the gender criterion to use in this report.

- Withdrawn: To include the withdrawn students in this printed report, select this command.
- Test: After all criteria have been entered for this report, click on this button to see whether or not the criteria entered above will properly deliver the complete list of students needed for this test. The list will be displayed in the bottom window of the menu.
- Print: After the *Test* queue has been created, a **Printer** icon will appear on the bottom left side of the menu. If ready to print, select this command.

- **More Students** tab: This utility allows the user to enter more fields of information as report criteria.
  - Race Codes: If only students of a particular race(s) are needed for this report, enter here by typing the codes representing those races one after another, without spaces or punctuation.
  - Zip Codes: If only certain zip codes are to be considered for this report, use the drop-down arrow to select which are to be included.
  - Phone: If only the student or guardian phone number is to be included on this report, use the drop-down arrow to select the ones desired.
  - Student Groups: To include only students belonging to a particular group on this report, use the drop-down arrow and make the selection of the particular one(s).
  - Test button: After all criteria have been entered for this report, click this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
  - Print: After the Test queue is created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.
- **Adv. Student tab**: Selecting this tab allows the user to Apply the Expression Builder to set up expressions with values to filter the selection criteria for this report.
  - Expression Builder: An expression is an added criterion for selecting data. Use the drop-down arrow to select the file containing the student information needed to make the report's specifications.
  - Field: Use the drop-down arrow to select the field within the student information file that contains the information desired to become a part of the report criteria.
  - Oper: Use the drop-down arrow to select the operand (a quantity upon which a mathematical operation is based, i.e., equal to or greater than) to use in generating this report.
  - Value: Type in the information in the window provided that represents some or all of the criteria for this report. (An example could be in zip codes: equal to 03546; and the criteria would be all students who have that zip.)
  - Inc. User File: To include information contained within a User file, check this item.

- Add Expression button: After creating the "expression," click on this button and STIOffice will add the expression to the Student Filter Expression window.
- Delimiter: To insert another "expression" into this report criterion, click on the Delimiter (A character or space indicating the beginning or end of a piece of computer data) and select the appropriate bridge to insert between the expressions. Click on the Add more expressions.
- 1 Student: To select the students individually for inclusion in the report criteria, click on the 1 Student button. This will find the student(s) to add and select them one at a time. Note: There is a limit of 39 students that can be entered in this filter.
- Test button: After all criteria have been entered for this report, click on this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
- Print: After the Test queue is created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.

- **Course tab**: If this report concerns course information, select the *Course* tab and enter the basic course search data.
  - Course Number: To limit this report to only one course number, type the number in the slot provided.
  - Section: If a section is to be part of the criteria, enter it here.
  - Period: If a particular period of the school day is to be included in the criteria, use the Spin Box and select it here.
  - Term: If a particular term is to be part of the criteria, enter it here.
  - Course Name: To generate a list of all students who are taking a particular course, type the course title here. The course number, section, and period will also give this same information.
  - Teacher Name: Type the name of the particular teacher to include all courses taught by that teacher, or enter the period and restrict it to that class.
  - TEST button: After all criteria have been entered for this report, click on this button to see whether or not the criteria will deliver the list of students needed for this test. The list will be displayed in the bottom window of the screen.
  - Print: After the Test queue is created, a printer icon will appear on the bottom left of the screen. If ready to print, select this command.
- **Adv. Course tab**: This functionality of this utility is similar to that of the *Adv. Student* tab.
- **User Display tab**: This utility allows the user to print, in essence, a different report based on the data already entered. Select the User Display tab and enter the data for the students already selected and only the data selected on this page will print.
  - File: Click on the drop-down arrow and select the file containing the field that is to be included in this filter.

- Field: Click on drop-down arrow and select the field within the file that contains the information to be printed. Next, click on the Ellipsis button located next to the Field window, and the data will be added to the User Display Field Expression below.
- Text: (Optional) Type the info for the column that will contain the data and click on the Ellipsis button to the right of the Test window. The text will be added to the column labeled User Display.
- Include User File: If information in the User Files is to be considered in this search, check this item.

Testing the Filter

- Click the **Test** button to verify that the filter has been defined correctly. The students included in the filter will be listed in the browse box below. If these are the correct students, click the (**Printer**) icon at the bottom of the page and the *QBE Filter Results* screen will appear.

QBE Filter Results Report

The following options are available for this report:

- **ID to Print**: Use the drop-down arrow to select the type of student ID to print on the report.
- **Formfeed Between Breaks**: Check this box to insert a page break each time the sort field changes.
- **Name Order**: Check the student name order desired for this printed report.
- **Fields**: All fields listed in the *Fields* browse box will be included in the report by default. Double-click on any field not required for the report and it will be removed from the window.
  - Removed fields may be viewed via the *Field Options* drop-down list above. To add a removed field back into the report, select the field in the drop-down list and click the **Ellipsis** button to the right.
  - The field information will be printed on the report in the order in which the fields are listed in the browse box. To move a field up or down in the list, select the field and click the up or down arrow to the right.
- **Heading**: If this report needs a custom heading, enter it here. This heading will appear in bold font in the upper center part of the page.
- **Print**: When all criteria have been entered, click on the **Print** button.

Grade Translation

This option gives the administrator the ability to create a grade translation utility that will enable teachers to use a letter grade system along with (or instead of) the numeric system that has been set up in STIOffice.

You may now mix this with numeric scoring. Any combination of traditional scoring and special marks (defined in Grade Translation in the Principal's Module) may be used

To set up a grade translation, follow the directions below:

- After clicking on the **Grade Translation** button, the *Grade Translation Table* menu will appear.
- Click the **Insert** button, and a *Record Will Be Added* menu will appear.
- Enter Mark: Enter all possible grades in the table with the appropriate percentage values. These will be entered as Activity grades only.
  - Example: A=90%, B=80%, C=70%, D=60% or INC=0% (the latter might stand for *Incomplete, No Credit*).
- Check *Drop Grade* if this score is not to be included in the average.
  - Example: Use this as a *DROP SCORES* table where any mark created is dropped automatically from the grade book. For instance, *INC* (Incomplete), *ABS* (Absent that day…don't have score yet), or *MKUP* (This score need to be made up) could be symbols that would not be counted in grade book calculations.

Plan Categories

This option allows the administrator to define categories and items that a teacher should (or must if used as requirements) be used in building a lesson plan. For example, the administrator may create a category called *Assessment*, comprised of a list of items that teachers will use to assess students (such as *Check homework, Oral Responses, Classwork*, etc.). When a teacher builds a lesson, he/she can drag the items to the lesson plan.

- **Insert**: This button allows the administrator to enter a category. First enter a code such as Assess. Then in the Description Window, enter Assessment.
- **Define**: After creating the category, click on the Define button and create items that make up that category. These items, such as Oral Responses, may be types of Assessments that the administrator requires of the teachers or suggests for the teachers. The teacher, in return, can access these and then drag the ones that apply to a particular lesson plan.

Meal Types

Select this option and click **Insert** to define the types of meals served in the cafeteria. These meal types are used when reporting lunch totals in STIClassroom via the **Attendance** icon. See the bulleted item **Lunch** in the section "Student Attendance Roster" on page 10 for further details about this feature.

User Records (Principal's Module)

This utility allows the user to create and define a customized record type to use for student data collection. This would be used for information that has no standard collection method in STIClassroom.

User Records consist of *Topics*, which are in turn comprised of a number of fields. When the Topic is created, each field that is associated with the Topic must be inserted separately.

User Records in STIOffice and STIClassroom

User records created in STIClassroom are not available in STIOffice. However, user records created in STIOffice may be used in STIClassroom, as long as the *Available in STIClassrom* box has been checked for the record in STIOffice under **Utilities | Students | User Record Definition**.

Creating User Records

Described below are the elements involved in creating a User Record:

- In Principal's Desktop, click **User Records** and the *User Record Definition* menu will appear.
- Topic: This item may be selected from the drop-down list, or the user can create a new one by clicking the **Ellipsis** button. An example would be *Gifted Services*. After entering a Topic, make sure it is selected in the *Topic* box and click **Insert** to create a field for the topic. Then enter the following information:
  - Field Name: Type a name to use for this field. Example: *Testing Date*.
  - Field Type: Use the drop-down arrow to select the type of information this field will contain. If the *Field Name* were *Testing Date*, for example, the *Field Type* would be *Date*. Thus, when users enter data for this field, they may only enter information in date format. Any pre-loaded lists may be used with this field. Other field types include *Checkbox*, *Time* and *Drop-List*.

The *Drop-List* field type consists of user-created lists, which may include courses, students, teachers or other pre-defined items. Drop-lists must be *Defined*. See the section "User Record List Definition" on page 66 for more information about drop-lists and the functionality of the **Define** button.

  - Key Field: One field created for each Topic must be designated as a *Key Field.* Check this box to do so. Topic data will be sorted by the key field. Thus, if *Date Sent* were a key field, when the user

views the Topic in a student's record, the items would display in date order. All key fields are required fields.

- Field Length: This restricts the length of characters or numbers that may be entered.
- Help Information: Enter any explanatory text that may assist users in understanding the field. This line of text will appear as a "pop-up" hint when users rest the mouse cursor on the field name.

Edit Window

After the fields have been defined for a Topic, click the **Edit Window** button design the menu that will be used for entering the data. Perform the following steps to do this:

- Drag the fields onto the *Window Designer* form and place each one in a suitable location.
- To resize fields on the menu, or to make any formatting changes, click on a field and drag or expand it as needed.
- When finished, select **File** at the top and then click **Close**. Click **Yes** when prompted to save the changes.

These steps must be performed in order for the menu to appear onscreen.

Once a record has been defined and student data has been collected, users may not delete or add fields to the record definition.

User Record List Definition

Use this utility to add items to *Drop-List* fields that are created in the **User Records** feature.

When a *Drop-List* field is created in the *User Record Definition* menu, it must be defined to include all the items that comprise the pool of possible choices on the menu. For example, if the field were called *Lunchroom Vendors*, any outside restaurant or fast-food chain that sells food to students during lunch might be listed in the Drop-List, to be included as an option for data entry.

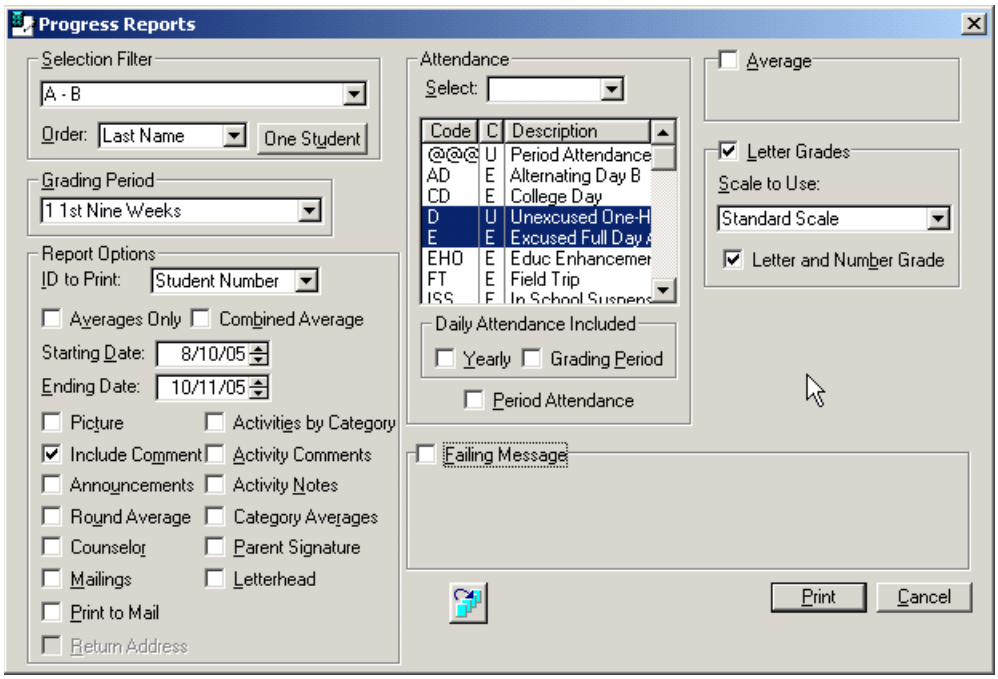
To add items to the Drop-List, click the **Define** button and then perform the following steps:

- Select the *List Type* item that is to be defined. To add a new List Type item, click the **Ellipsis** button and enter the name.
- When the correct *List Type* is selected, click the **Insert** button. Check the *Cycle* box first to quick-enter multiple codes. The codes may be entered in a number of ways: numbers, letters, whole words, etc.
- Click the **Exit** icon when finished.

As stated above, once a record has been defined and student data has been collected, users may not delete or add fields to the record definition. However, this does not apply to Drop-List items. Additional items may be added to Drop-Lists at any time.

Progress Reports

Progress reports may be generated from Principal's Module. Click the **Progress Report** button and the *Progress Reports* menu will appear.



Enter information in the fields described below to create the desired reports.

- **Selection Filter**: Use the drop-down arrow to select the student filter to use for this report.
- **Order**: Use the drop-down arrow to select the order that this report is to be printed.
- **One Student**: To print a report for a single student, click on this button and select the student from the master list that appears. Select by using the Drop Arrow or by typing in the last name in the window provided. Highlight that student's name and click on the select button.
- **Grading Period**: Use the drop-down arrow to select which grading period is to print on this particular report. The current grading period will be selected by default.
- **Report Options**
  - ID to Print: Use the drop-down arrow to select the type of student identification to be used on this printed report.
  - Averages Only: Check this item to print just the averages in the individual courses.
  - Combined Average: Check this option to print a combined average for all of the classes.
  - Starting Date/Ending Date: Enter the date range for this report.
  - Picture: Check this option to include the student pictures in this report.

- Activities by Category: Check this option to group Activities by Category in the report.
- Include Comment: Check this option to include any comments that have been entered for courses in Grade Book.
- Activity Comments: Check this option to include Activity comments.
- Announcements: Check this option to include any announcements that have been set up for the current grading period.
- Activity Notes: Check this box to include any Activity notes in the reports.
- Round Averages: Check this box to display each grade average as whole number.
- Category Averages: Check this box to include Category averages, if applicable.
- Counselor: Check this box to print the name of each student's guidance counselor on the report.
- Parent Signature: Check this box to print a line for a parent's signature on the report.
- Mailings: Check this box to print extra copies of the report to send to student guardians who have the *Mailings* box selected in their demographics records. The appropriate address will be printed on each copy of the report.
- Letterhead: If this item is unchecked, a letterhead will be generated by the program. Check the box if using paper with a pre-printed letterhead, and space will be reserved for the letterhead on each page.
- Print to Mail: Check this box to print the student's name and mailing address (prefixed with the text *To the Parents of*) at the bottom of the report. The information will be indented and spaces to fit into a standard business envelope window when the progress report is folded.
- Return Address: This option is only available when the *Print to Mail* box has been checked. Check this box to print the school's return address above the student's mailing address, to fit into the upper left window of a standard business envelope.

- **Attendance**: Use the drop-down arrow to select the type of attendance codes, if any, to be included on this report. To customize the types of attendance codes, highlight each code to print in the *Attendance* window below.
- **Daily Attendance Included**: Select whether the attendance is to be from the full year or from the current grading period only.
- **Period Attendance**: Check this box to include period attendance in the report.
- **Failing Message**
  - Average: Use the drop-down arrow to set the grade to be used as the signal for a student to receive a special message from the

administration. Those students who have that grade or below will receive the message.

- Message: Enter the message to print regarding the failing grade(s).

- **Average**: Check this option to run a report of only those students with a particular average; for example, there may be a need for a report of students who have all A's for National Honor Society consideration. After this has been checked, spaces to fill in the average range will appear.
- **Letter Grades**: To include letter grades on this progress report, check this item and then select the grade scale to be used.
  - Letter and Number Grade: Check this box to include both letter and number grades in the report.

Unposted Attendance

This utility allows the administrator to run a report of those who have not yet posted attendance to the office.

- **Date**: The date defaults to the present date, but this may be changed by typing in the date needed.
- **Period**: Use the drop-down arrow to select which period attendance is being checked.
- **Include Posted Attendance**: To include those who have posted on the list, check this item.

Unposted Grades

This utility allows the administrator to run a report listing those teachers who have not yet posted their grades to the office.

- **Select Filter**: Use the drop-list to select a teacher QBE filter to use for the report.
- **Grading Period**: Use the drop-down arrow to select the grading period for this report.
- **Print**: Click on this button to generate the report.

Skills Report Cards

This utility allows the administrator to print report cards that record according to Skill-based assessment.

- **Select Filter**: Use the drop-down arrow to select which filter to use in printing this report card.
- **Order**: Use the drop-down arrow to select the order for these report cards to print.
- **Report Options**
  - **Last Grading Period to Print**: Use the drop-down arrow to select from which grading period this report is to pull grades.

- **ID to Print**: Use the drop-down arrow to select the type of ID to print on this report card.
- **Picture**: Check this item if pictures are to be included on the report card.
- **Comments**: Check this item if the report is to include the comments from the standard list that was created in STIOffice. These will be selected by the teacher from the *Edit Selected Score* screen.
- **Notes**: Check this item to include teacher notes that were entered on the *Edit Selected Score* screen. The program defaults on, but it may be deselected if desired.
- **Show Course**: To include the name and number of the courses, check this item.
- **Pro/Ret**: Check this box to print promoted/retained information on the report card.
- **Include Subject Grades**: This option is only available if the *Show Course* box has been checked. Select this option to print subject grades on the report card.
- **Hide Category**: This option is only available if the *Show Course* box has been checked. Select this option to exclude category descriptions from the report card.
- **Legal Size Sheet**: Check this box to print the report cards on legal size (8 ½" x 14") paper.
- **Include Skills with Marks Only**: Check this box to restrict the report to print only skills for which the student has received marks.
- **Student Address**: Check this box to include the student's address on the report. This option is chosen by default, but it may be de-selected if desired.
- **Parent Signature**: Check this box to include a line for a parent/guardian signature.
- **Letterhead**: Check this box to include room for a school letterhead on the pages.
- **Long Description**: Check this box to print the full description (rather than the short description) of each particular skill on report cards.
- **Merge Sections**: Check this box to combine all sections of a course into a single entry. The teacher listed on report cards will be the one from the most recent (or current) section.

- **Codes to Print**: If absent codes are to print, use the drop-down arrow to select or highlight the ones desired from the window.
- **Daily Attendance Included**: Check *Yearly* to show daily attendance information for the entire school year on report cards. Check *Grading Period* to show daily attendance information for the selected grading period on the report card.
- **Include GPA**: Check this box to print GPA information on report cards.

- Choose the type of GPA to print (either for the *Year* or for the current *Grading Period*).
- Check the *Unrnd Pts* box to add unearned points to Grade Point Averages.
- Check the *Rank* box to include GPA ranks on report cards.
- Check the *Rank GPA* box to print the Rank GPAs for cumulative grades on report cards.

- **GPA for All Grading Periods**: Check this box to print GPAs for each individual grading period included on report cards.
  - Select the criteria to use to determine GPAs for this printout: either the *Number of Classes* or amount of *Credit*.
  - Check the *Always Position 1* box to always use the grade in position 1 to calculate GPAs, even when credit lines exist.

Legend

Skills report cards may be set up to include a legend, which will display the meanings of the various user-defined skills marks.

- **Position**: Use the drop-down arrow to select the spot on the report card at which the skills *Legend* is to appear. Select *Don't Print* to exclude the legend from appearing on report cards.
- **Text Box**: Legend text should be typed directly into the box below the *Position* field. Examples: *EE=Exceeds Expectations*; *ME= Meets Expectations*; etc.
- **Save/Restore Multiple Legends**: Click the icon to save, select or delete specific legend settings. Options will appear in a pop-up menu to either **Save Current Setting**; **Delete Setting** (any saved settings will be listed to the right); or **Cancel**.

Note: Once a legend setting has been saved, it will appear at the top of the pop-up menu. The most recent setting will be checked by default; to select an earlier setting, click it in the list.

Messages

Click this tab to print user-defined special messages on report cards**,** based on the *Group* to which each student belongs. Perform the following steps to do this:

- Type a message (only one message may be entered at a time) in the box at the bottom right corner of the screen. The message should be entered exactly as it is to appear on the report cards.
- Select the *Group* to whom the message is addressed.
- Click the **Ellipsis** button to add the message to the *Special Messages* browse box list above.
- Repeat as desired for each group that is to receive a message.
- Groups will be listed in the *Special Messages* browse box. Click any group to view its message in the box below.

- To delete a message, select the group and press the **Delete** key on the keyboard.

Grading Scale

- Click this tab to print grading scale information on report cards. Enter the grade scale in the space provided below.

Heading

- Select the default heading (as shown) or type a heading of the school's choosing for inclusion on this report. Example: *To the Guardian of:*.

Print

- When all criteria have been entered and the report cards are ready to print, click the **Print** button.

Lesson Plans Report

Two types of lesson plan reports are available:

- The **Teachers** Lesson Plan report allows the administrator to print a detailed list of teachers' lesson plans or, alternately, a list of teachers who have no lesson plans for a specified date range.
- The **Student** Lesson Plan report allows the administrator to print lesson plans for a student or group of students for a defined range of dates. As with the teacher report, this report may also be used to list students who have no lesson plans.

Teacher Lesson Plans Report

- **Select Filter**: Use the drop-down arrow to select the student filter to use for this report or click the **Ellipsis** button to modify or create a new filter for use with this report.
- **Order**: Use the drop-down arrow to select the order in which this report is to be printed.
- **Report Options**
  - Starting Date/Ending Date: Enter the date range for this report.
  - ID to Print: Use the drop-down arrow to select the type of student identification to be used on this printed report.
- **Filter by Number of Plans**: Check this box to restrict the lesson plan report to include only teachers who have a certain number of plans in the system.
  - # Less Than or Equal To: Enter the number of lesson plans at which the report is to cut off teachers for inclusion in the report. The report will include teachers with this number of lesson plans or fewer. Enter *0* (zero) to include only teachers without any lesson plans.
  - Print Teacher Only: Check this box to list the teacher names only (lesson plans will not be printed).

- **One Teacher Per Page**: Check this box to use one printed page per teacher; otherwise the information will be printed continuously.

Student Lesson Plans Report

- **Select Filter**: Use the drop-down arrow to select the student filter to use for this report or click the **Ellipsis** button to modify or create a new filter for use with this report
- **Order**: Use the drop-down list to select the order for this report.
- **One Student**: Click this button to select one or more individual students from the student list.
- **Date Range**: Enter the date range within which to search for lesson plans. The current day is selected by default.
- **Detail Selections and Order**: By default, the lesson plan details will print in the order shown onscreen. To change this order, the user may modify the numbers; enter a 0 (zero) in any field to exclude the field from printing on the report.
- **Options**
  - Arrange in Columns: Check this box to arrange the tabs of information into column format for printing.
  - Portrait: Check this box to print the report in *Portrait* format rather than standard *Landscape* format.

Lesson Plan Search

Select this option to search through all lesson plan tabs for occurrences of certain text. The user may enter a line of text to search for; alternately, previously entered *Skills* or *Categories* may be "dragged" into the search field.

- **Report Type**: Select *Detail* to print a full listing of each occurrence or choose *Summary* to print the number of times each block of text occurs in the lesson plans.
- **Date Range**: Enter the Starting and Ending dates of lesson plans to be searched for the report.
- **Tabs to Search**: By default, all lesson plan tabs are selected. Click on any tab title to remove it from the search. Right-click anywhere in the list of tabs to select or de-select all tabs at once.
- **Text to Search For**: To drag one or more pre-entered *Skills* into the search area, click the **Pick** button on the lower right side of the menu, then click the **Skills** popup box. The *Select a Skill* menu will appear.
  - Check the *Use Long Descriptions* box to show long descriptions for skills; if the box is unchecked, only the first few words of each skill will be displayed onscreen.
  - All *Categories* will be listed in a "tree" form. Click the **Plus (+)** symbol next to any Category to view the Skills within that Category.

- Highlight a Skill, then click on it and drag it into the *Text to Search For* field on the *Lesson Plan Search* menu. Continue until all desired Skills are listed in the *Text to Search For* field.

When the two menus are open at the same time, the user may rearrange them onscreen by clicking on the blue bar at the top of each menu and dragging the menus to opposite sides of the screen. This will give the user a better view of what is taking place onscreen.

- Click the **Close** icon at the bottom of the *Select a Skill* menu when finished.

- **Text**: To manually enter a line of text, type it in the *Text* field, then click the **Ellipsis** button directly to the right of the field. The text will appear in the *Text to Search For* field. This procedure must be performed separately for each line of text desired.

Note that when text is manually entered, the search procedure is not case sensitive.

- Click **Print** to generate the report.

Gradebook Not Used Report

This report will generate a list of teachers who have not used Grade Book for specific courses since a specified date.

A Grade Book is considered *used* on any day during which the average of any student listed in the Grade Book changes.

- **Select Filter**: Use the drop-down arrow to select a teacher QBE filter to use for the report.
- **Order**: Select the order in which teachers are to appear on the report (by *Last Name, Teacher Number,* etc.).
- **Starting Date**: Enter the date at which the program is to begin searching for teachers who have not used Grade Book. The *Ending Date* will automatically be set as the current date.
- **ID To Print**: Select the type of teacher ID to print on the report.
- Click **Print** to generate the report.

Student Meals Report

This report will generate a list of the types of meals that students are eating on a specified date; or a summary count by meal type for a certain date.

Meal types must first be entered into the system via the **Meal Types** utility in Principal's Module. See the section “Meal Types” on page 65 for instructions on how to add meal types.

Once the meal types have been entered, they must be assigned to students and posted via the **Lunch** utility under the **Student Attendance Roster** in STIClassroom

Teacher Desktop. See the bulleted item **Lunch** in the section "Student Attendance Roster" on page 10 for further details of this feature.

- **Select Filter**: Use the drop-down arrow to select a student QBE filter to use for the report.
- **Order**: Select the order in which students are to appear on the report (by *Last Name*, *Student Number*, etc.).
- **Report Type**
  - Select *Detail* to generate a detailed report displaying each individual student's name and Meal Type for the selected date.
  - Select *Summary* to generate a brief report displaying total counts for each Meal Type on the selected date.
- **Date**: Enter the date for which the report is to be run. Reports may only be run for a single day at a time.
- **ID To Print**: Select the type of student ID to print on the report.
- **Order by Meal Type**: Check this box to print the items on the report in order by Meal Type.

User Records Report

This report generates a listing of students with information created via Classroom user-defined records (STIOffice user records are not included).

- **Select Filter**: Use the drop-down arrow to select a student QBE filter to use for the report; alternately, the user may click the **Ellipsis** button to customize an existing QBE filter or create a new one to use for the report.
- **Order**: Select the order in which students are to appear on the report (by *Last Name*, *Student Number*, etc.).

Report Options

- **Heading**: By default, the heading for the report will include the *Topic* name (the user records topic is selected below, and the heading name will change accordingly) and the word *Report*. However, the user may enter a new heading as desired.
- **ID to Print**: Select the type of student ID to include in the report.
- **Topic**: Select the correct user record *Topic* from the drop-down list. This will determine the default report heading displayed above.
- **Student Name Order**: Select the order in which student names are to appear on the report.
- **Nickname**: Check this box to substitute students' nicknames (as entered in the system) for their first names, where applicable. Students who have no nicknames entered will not be affected.
- **Unlisted Info**: Check this box to include phone and address information that has been designated as *Unlisted* on the report.
- **One Student Per Page**: Check this box to print the information for each student on a separate page.

- **Ignore Blank Students**: Check this box to exclude all students who have no user record information.
- **Build Filter**: Click this button to apply a user record value filter to the report. This filter is essentially set up as a logical equation, arranged to limit the parameters of the report.
    - Field: Select the field (drawn from the *Topic* selected in the *Student User Records* menu) on which to base the filter.
    - Operator: Select the operator (either *Equal To* or *Not Equal To*) to use. This relates the *Field* to the *Value* selected below.
    - Delimiter: This field is only applicable when more than one value will be used. Select whether to use *AND* or *OR* to relate the first value to the second value.
    - Value: The type of value that may be set will depend on the selected field. For instance, a *Credential Date* field must have a date entered in the *Value* field, in the format of *mm/dd/yy*.
    - Add to Filter: Click this button to add the restriction to the filter.
    - Repeat the above data entry for each user record field that is to be restricted by the filter. Each time **Add to Filter** is clicked, the new restriction will appear in the browse box. The *Delimiter* is especially important when building lengthy filters
    - Clear Filter: Click this button at any time to clear the filter and start over.
    - Print: Click this button to generate the report.

Missing Skills Marks Report

Click this button to generate a report by Teacher/Course listing students who have missing Marks in Skills for a selected grading period.

- **Select Filter**: Use the drop-down arrow to select a teacher QBE filter to use for the report. To create a new filter, click the **Ellipsis** button.
- **Report Type**
    - Select *Detail* to generate a detailed report displaying specific information about missing Skills Marks.
    - Select *Summary* to generate a report displaying total counts only.
- **Grading Period**: Use the drop-list to select the grading period to use for the report.
- **Check Not on Report Card**: Check this box to exclude from the report any classes that have the *No Report Card* box checked in the Master Schedule.
- **ID To Print**: Select the type of student ID to print on the report.
- **Student Name Order**: Select the order in which student names should each be listed.
- **Nickname**: Check this box to list student nicknames instead of first names, where applicable.
- **Print**: Click this button to generate the report.

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